

EdPAC
Educational Purchasing Advisory Committee
Minutes for March 14, 2008
10:00 a.m. at Granite School District

EdPAC Committee members in attendance:

Gary Hansen-Granite School District-Chairperson
Kevin Kingdon-Park City School District-Secretary
Reed Taylor-State of Utah Purchasing
Marlin McKinney- Alpine School District
Tina Fluehe-Provo School District
Rich Field-Jordan School District
Barbara Faust-USOE
Merlene Wixon-Weber School District
Greg Maynard-Salt Lake School District
Rick Ashby-Davis School District
Scott Ribgy-Cache School District

Absent:

Doug Richins-Utah State Purchasing
Pat O'Hara-Murray School District-Vice Chairperson
Barbara Faust-USOE
Rodney Cook-Box Elder School District
Laurie Ericksen-Toole School District

Meeting called to order and conducted by Gary Hansen.

General Business

Approval of minutes: Review of January meeting minutes, Kevin Kingdon motioned and Rich Field seconded the motion. Past minutes were approved for January 11, 2008.

No meeting in February.

Gary Hansen talked about reducing the amount of detail of our minutes to match UPAC Meeting Minutes.

Agenda Items

State procurement issues legislative update: Reed Taylor in attendance for Doug Richins. Reed gave a legislative update that Doug will follow up on at our next meeting.

State Contract Updates:

Reed Taylor mentioned that the shredding contract will be with Columbus Secured Shredding. Teri O'toole is the agent for the State, phone number 801-538-3147.

Reed Taylor stated the RFP sound system will need an audioligist, an engineer and several teachers from every level from different school districts.

Reed Taylor mentioned that for the RFP music room furniture; he will need more detailed Information on the chairs, stands, risers, etc. He does have some information from Wenger.

Reed Taylor mentioned that the school furniture contract will use the same specifications but, will be a discount off catalog instead of categories. For now he will extend the contract until the Fall.

Reed Taylor mentioned that the HON State Contract may be suspended.

Reed Taylor and Gary Hansen talked about RFI for new library books.

Reed Taylor was asked if the State might be rebidding the copier machines and color copiers as well? He will find out when the contracts end.

Greg Maynard talked about the internal audit dated November 7th 2007. In this audit It was mentioned that the performance audit must be done by the School Districts when adding a new vendor. Gary Hansen made copies of the report with the suggestions.

Greg Maynard also talked about first aid antiseptic sanitizing skin protectant from Durma Shield. This seems to be a good product that many schools can use.

Kevin Kingdon asked about the current policy in respect to fixed assets. Each district seemed to have there own policy. Rich Field will send a copy of Jordan's policy to Kevin.

Gary Hansen talked about the (Vantage My Access) and may put together a committee to see whether other school districts might benefit from this student writing skill solution.

Gary Hansen passed out copies of standard terms and conditions from other districts.

Reed Taylor motioned to adjourn meeting and Merlene Wixon, seconded the motion.

Meeting Adjourned

Next Meeting will be held at 10:00AM on April 11, 2008.

RECAP & ACTION ITEMS

1. Gary wants the minutes of the meeting to be as detailed as the UPAC minutes.
2. Reed will research whether Wenger Corp. should have a state contract. (ongoing)
3. Rick will research with other districts to find out what electronic recycling they're doing. (ongoing)
4. Reed will check on the status of the state contracts for copiers.

EdPAC
Educational Purchasing Advisory Committee
Minutes for January 11, 2008
10:00 a.m. at Granite School District

EdPAC Committee members in attendance:

Gary Hansen-Granite School District-Chairperson
Pat O'Hara-Murray School District-Vice Chairperson
Kevin Kingdon-Park City School District-Secretary
Reed Taylor-State of Utah Purchasing
Marlin McKinney- Alpine School District
Tina Fluehe-Provo School District
Rich Field-Jordan School District
Barbara Faust-USOE
Merlene Wixon-Weber School District
Greg Maynard-Salt Lake School District
Rick Ashby-Davis School District

Also in attendance for Doug Richins (Jared Gardner).

Absent:

Doug Richins-Utah State Purchasing
Scott Ribgy-Cache School District
Rodney Cook-Box Elder School District
Laurie Ericksen-Toole School District

Meeting called to order and conducted by Gary Hansen

Introduction: Kevin Kingdon, new secretary for EdPac from Park City School District.

General Business

Approval of minutes: Review of December meeting minutes, Rick Ashby motioned and Merlene Wixon second the motion. Past minutes were approved for December 6, 2007.

Updated email passed around for all committee members to sign and make corrections.

Gary said that he hoped everyone had a wonderful time during the holidays.
Merlene Wixon was given a plaque for last year serving as chairperson for EdPAC.

Agenda Items

Jared Gardner talked about the WSCA standard computer pricing state contracts. He said that at the present time: DELL, HP, IBM, PC LAPTOP, GATEWAY, MPC and APPLE are all available on the WSCA contract. However, at this time DELL may not have a price as low as some of the other vendors. He passed out the WSCA handout, and showed the committee the web site (<http://www.hp.com/buy/Utah>) how standard configurations are conveniently located. He let us know that the price is updated each month to make it as current as possible. He also said that many more states soon will be on board to help us have more buying power. If you need more detailed information it will be in next month's newsletter from the state purchasing web site. The next WSCA contract bid will be in 2009.

Reed Taylor mentioned that the updated list for EdPAC's new people for this year would be on the web site. He also noted for the record that Doug Richins thought the minutes were too detailed for our meetings and wants to keep them be brief. Gary Hansen will check into this and make it an action item (1). Reed talked about a possible new state contract with Wenger Corp. for music items and will make it an action item (2), he will do some more research and follow up in our next meeting. Reed also brought to our attention that if any district has any problems with some of the state contracts with any vendors to let him know ASAP.

Pat O'Hara talked about the problem some districts were having with the Thomas and Blue Bird busses, in reference to the red lights flashing and the differences the buses had with the correct state code for safety when they should be flashing. Pat said he would do some research and follow up with an action item (3) for our next meeting.

Greg Maynard brought to our attention a great new item, the Eagle Ready Emergency Kit. It has five different types of meals for \$59.00 a case for ten or more. He said you may want to have these on hand and maybe some emergency radios as well. He also mentioned FYI that the digital TV conversion would be in February and you can get up to 2 vouchers at 40.00 each available on the web site. He mentioned that March is Purchasing Month and you can register online with the Utah Chapter NAPN, NIGP.

Rick Ashby talked about the disposal and recycling of computers. He wanted to know what the other districts were doing with monitors and CPU's and it seemed that no one was doing the same thing with respect to recycling. Stone Castle has the state contract at this time. Rick said he would do some research and make this an action item (4) for our next meeting.

Gary mentioned that the UASBO is trying to limit its membership to Business Administrators only, but he will find out for sure. He also brought to our attention that the EdPAC meetings will be held the second Friday of each month except in July, August and November, the EdPAC conference will be held the first Friday in November.

Rich Field motioned to adjourn the meeting and Merlene Wixon, second the motion.
Meeting Adjourned.

Next Meeting to held on February 8, 2008.

RECAP & ACTION ITEMS

1. Gary will check into how detailed our minutes should be.
2. Reed will research if Wenger Corp. should have a state contract.
3. Pat will follow up with state code for safety of red flashing lights on buses.
4. Rick will research what kinds of recycling are available for computers.

EdPAC
Educational Purchasing Advisory Committee
Minutes for December 14, 2006
1:00 p.m. at Granite School District

EDpac Committee in attendance:

Greg Maynard - Salt Lake City S D - *Chair*

Marlin McKinney - Alpine School District - *Secretary*

Rick Ashby - Davis School District

Susan Gitlin - Park City School District

Doug Richins - Dir State Purchasing

Merlene Wixom - Weber S D - *Vice Chair*

Gary Hansen - Granite School District

Rich Field - Jordan School District

Barbie Faust State Office of Education

Reed Taylor - Coordinator State Purchasing

Excused:

Scott Rigby - Cache School District

Absent:

Laurie Erickson - Tooele School District

Pat OHara - Murray School District

Tina Fluehe - Provo School District

Others in attendance:

Karma Leatham - Cache School District

Meeting conducted by Greg Maynard

General Business:

Minutes from previous meeting to be revised.

Barbie Faust from Western USDA Commodities Program was introduced.

(Doug Richins): RFP Depot-Six weeks ago survey concluded of suppliers. Vast response of vendors prefer to have the option of returning bids electronically. Released RFP for a multi-year contract for suppliers to provide an electronic bid issuance. Should result in a contract that any entity in the state can use. Proposals should be back around January 17 and then the evaluation team will come up with a recommendation.

Procurement Policy Board meeting in January or February. The focus will be on a policy for sole source approvals.

Multi-state wireless contract has been rebid. New contracts will have no penalties for time limits.

(Marlin): Sam's Club now accepting MasterCard. Get with the state and get an amendment to the contract to have some MasterCards involved.

School furniture: Virco is increasing there list prices. Some districts are not happy with Virco's service.

Doug Richins and Reed Taylor had other commitments and had to leav at this point.

Questions about playground base: Gary ask what the other districts were using for matting under their playground equipment. He is interested in establishing specifications that could be bid for all the districts.

The other districts are using several other totally different materials, but would interested in looking at the matting suggested.

Artificial turf: Artificial turf football fields are being installed in a few schools in the state. Most have built from donated funds.

Discussion about recycling toner cartridges: Most schools are allowed to have individual recycling programs for fund raising. Gary has used a company that will buy used toner cartridges (? Marlow Company).

(Greg): It's the time of the year to be thinking of new officers. Letter to be sent out notifying members to be prepared for nominations at January meeting.

State Fuel Card program: It is not on a state contract for some reason. Contact Fleet Management, Jeff Done. Granite is using it as a sole source.

Problems with charge accounts at Lowe's & Home Depot: Jordan and Alpine have recently closed charge accounts. Costco, Sam's Club and Walmart were also discussed. Some employees are making personal purchases, and being reimbursed

Next meeting January 11.

Moved and seconded that meeting be adjourned.

EdPAC
Educational Purchasing Advisory Committee
Minutes for October 19, 2006
1:00 p.m. at Granite School District

EDpac Committee in attendance:

Greg Maynard - Salt Lake City S D - *Chair*

Marlin McKinney - Alpine School District - *Secretary*

Rick Ashby - Davis School District

Susan Gitlin - Park City School District

Merlene Wixom - Weber S D - *Vice Chair*

Gary Hansen - Granite School District

Rich Field - Jordan School District

Reed Taylor - Coordinator State Purchasing

Excused:

Scott Rigby - Cache School District

Doug Richins - Dir State Purchasing

Pat OHara - Murray School District

Absent:

Laurie Erickson - Tooele School District

Tina Fluehe - Provo School District

Others in attendance:

Karma Leatham - Cache School District

Jared Gardner - State Purchasing

Meeting conducted by Greg Maynard

General Business:

Approval of minutes: Motion to approve minutes and seconded. Minutes approved.

(Jared Gardner) Discussed WSCA computer contracts. The main focus was on the need to continue to get contracts with Apple. Several districts have cut their apple purchases to almost nothing while Jordan and Alpine still purchase several million dollars worth each year. It was decided that the contract with Apple should be continued.. The process involved in establishing WSCA contracts was explained and discussed.

(Merlene Wixom) Information to be sent out Monday on the November workshop. A couple of the presentations are still being finalized. It will held at the Comfort Suite Inn in Ogden. Door prizes will be related directly to the workshop. The keynote speaker will be Raelene Ireland from Provo City. The whole workshop is designed to provide inspiration. The whole agenda, including meals and directions discussed.. Information being sent to charter school(s) in Ogden.

UCARE and their membership policies were discussed.

(Reed Taylor) State Contracts.

State Purchasing is putting together a contract for employee assistance and what it means is if you're the manager and felt like someone needed emotional or addiction assistance you could say 'we want you to go see these people'. It would be outside of the district insurance program.

Shipping is free on orders from Lakeshore.

Virco is not responding on price approval.

Doesn't have prices on buses yet.

Contracts on surveillance limited to fleet vehicles and cameras, and doesn't include computer equipment.

Is there any area that you feel like we could look at for state contracts that you're doing your own thing on that we could help you out with? Garbage collection and bulk glass were mentioned.

Discussion about Home Depot. Charge accounts at Home Depot and Low's are almost impossible to maintain. Jordan and Alpine have recently canceled accounts with both companies. Most districts use only Pcards with them

(Gary Hansen) Questions and discussion about tracking and keeping tracking of fixed assets, computers, etc. Furniture being put in fixed assets as a block.

(Greg) Status of door hardware committee. There was some uncertainty as to who was on the committee and who was in charge

(Gary Hansen) Granite is struggling to keep track of warranties on furniture. Other districts are having similar problems. Production dates are stamped on the under side of some of the seats, but a good program is needed to verify warranty information.

Discussion about tote trays.

Next meeting EdPac Workshop November 17.

Motion to adjourn. Motion seconded.

EdPAC
Educational Purchasing Advisory Committee
Minutes for September 14, 2006
1:00 p.m. at Granite School District

In attendance:

Marlin McKinney - Alpine School District - <i>Secretary</i>	Karma Leatham - Cache School District
Rick Ashby - Davis School District	Gary Hansen - Granite School District
Rich Field - Jordan School District	Susan Gitlin - Park City School District
Greg Maynard - Salt Lake City S D - <i>Chair</i>	Doug Richins - Dir State Purchasing
Reed Taylor - Coordinator State Purchasing	

Excused:

Scott Rigby - Cash School District
Merlene Wixom - Weber School District - *Vice Chair*
Pat OHara - Murray School District

Absent:

Laurie Erickson - Tooele School District
Tina Fluehe - Provo School District

Meeting conducted by Greg Maynard

General Business:

(Greg Maynard) Motion to approve June meeting's minutes as corrected. By Rich and Gary

(Greg & Merlene) Status of EdPAC Workshop in November: scheduled for November 17, 2006 at the Comfort Inn in Ogden. There is plenty of parking, plenty of room for workshops and has a good menu. Registration will start at 7:30 am. The price will range between \$20 and \$22 per person. Theme is Inspired to go from Good to Great. Still processing confirmation of speakers. Planning four breakout sessions which will be repeated twice. Registration packets being prepared to go out the first week of October. Check to see if packets are going out electronically. Planning on invitation of members of NIGP. No vendor participation.

(Doug Richins) State Procurement Issues Why is there not a state cooperative contract for door hardware? State attorneys office reviewing for anti-trust case; thought if there was a competitive contract, that would then be a source for better pricing. Discussed ways that different school districts have dealt with the architects about door hardware, etc. Discussed pros and cons of sole source and standardization of hardware by district or school and state competitive contract. Should Ed Pac put together a sourcing committee for AG's office? Dan Klotovich - Jordan, Phil Johnson-Granite, Terry O'Toole-State and Alpine School District to get someone.

Small package delivery contract both air and ground and international. Multiple award with FedEx and DHL. This will save 17% over the last contract. No more weekly charges from FedEx.

(Reed Taylor) State Contract for paper has increased to \$26.52 a case. Auction came in for Xerox @ \$23.29 with no fee. (Marlin) Is Costco included in the state bid? Costco's house brand needs to be pre-qualified because of acceptance among the end users. They do not have a consistent quality.

(Reed) Advant, a security surveillance system doing a lot of business with school districts and the state. Utah Association of School Boards has given him a letter of recommendation they are putting in schools. Does not have state contract. Current contract is with Utah Controls.

Pat O'Hara looking for an RFP for piano tuning. No response.

(Gary) Language Learning Solutions out of Dallas, Texas—software for a web based platform for world language online testing. We were sharing this in behalf of Murray, Park City, Jordan, Provo and Salt Lake School Districts. Can be looked at for a sole source. Gary said he could look at it for Granite but not the other districts. Wants a contract put together in behalf of all the districts. Is anyone working with this in your curriculum? May have done sole source approval for them.

(Greg) Problems with Cingular cell phones. SLCSO is looking at other options. Check with Debbie Gundersen at the state.

(Greg) Discussion about avian flu. Kits being distributed in SLCSO.

(Rich?) Discussion about disposal of computer monitors (e-Waste). Rich to follow-up with regard to work shop presented by Dave Gil.

(Doug or Reed) Purchasing from persons with disabilities, identify areas of products or services that you need that might be a match for these areas; then we need to put together a tracking system together so that when we utilize them, we can keep track of an accurate use.

(Gary) Looking for carpet specification.

RFD Depot Presentation postponed for another meeting.

Next meeting October 19, 2006, 1 o'clock @ Granite School District
Doug Richins has conflict with that day

EdPac Training November 17. 7:30 registration Comfort Inn in Ogden.

Motion to adjourn at 2:38 – Approved.

EdPAC
Educational Purchasing Advisory Committee
Minutes for April 5, 2006
1:00 p.m. at Granite School District

In attendance:

Marlin McKinney - Alpine School District - <i>Secretary</i>	Gary Hansen - Granite School District
Rich Field - Jordan School District	Susan Gitlin - Park City School District
Greg Maynard - Salt Lake City S D - <i>Chair</i>	Doug Richins - Dir State Purchasing
Reed Taylor - Coordinator State Purchasing	*Pat OHara - Murray School District

Excused:

Merlene Wixom - Weber School District - *Vice Chair*

Absent:

Scott Rigby - Cache School District	Rick Ashby - Davis School District
Laurie Erickson - Tooele School District	

Meeting conducted by Greg Maynard

General Business:

Previous meeting minutes: The February 8th minutes were discussed. Several clarifications were made. A motion to approve the minutes as amended was made by Gary? and seconded by Pat?. The motion passed unanimously.

Greg awarded Susan Gitlin a plaque for her service in EdPAC leadership positions.

Credit card acceptance new state contract awarded to Chase.
(Tape went blank)

U.S. Communities - Rich Fields: The legality of using bids available through U. S Communities was discussed. It was determined that even though it might be legal in some states the laws in Utah allows cooperative purchasing, but buying off these bids would be considered illegal piggybacking in Utah. It was noted that all WSCA contracts have been adopted as State of Utah contracts. There's not a WSCA contract that you can buy off of that we haven't adopted as a state contract. Various vendors were discussed that have been offering US Communities contracts to our school districts.

Discussion of UC 63-56-1001 - Pat O'Hara

There are no value limits specified in the code, so accepting anything is illegal. It is the opinion of many of the committee members that some individuals in some organizations are not following to the letter of the law and that law is not being enforced on small insignificant items. Some felt the law should be enforced or changed to match the level of enforcement it is receiving.

Concerns about small trinkets being purchased by some transportation and other school departments discussed. It was felt that it gives the public the impression that their money is being wasted by school districts.

State Procurement Issues (Doug Richins)

HB79 – Group purchasing of pharmaceuticals. Did not pass

HB179 – Would have required us to check the immigration status and their contractors. Did not pass.

SB59 – Provides for the set aside for community rehabilitation programs. Did pass

SB220 – Provides for a preference be given for Utah produced products in the awarding of tie bids. Passed.

Discussion of HB77– A change in the requirements for a vote to divide off a portion a current school district to make new school district. Passed.

State Contract (Reed Taylor)

Paper prices to go up. Colored paper has gone up 15%. Prices not likely to go back down.

Quantities are needed for the next reverse auction for copy paper. An e-mail will be sent out for deliveries in June, July, August

Nicholas has the current UCARE contract. Marlin to find out length of UCARE contract.

Acceptance fees going up on Visa card activity

Fax machine contract expired, to be bid

Discussion on color printer contract

Other Items:

Greg - Any struggles with Office Depot and sales tax issues? No, generally.

Greg - Inquiry about Purchase Cards. Marlin explained use of Purchase Card use in Alpine School District.

Marlin - Stated that Tina Fluehe, the Purchasing Coordinator for the Provo City School District, would be a good addition to EdPAC and recommended she be invited to join. Marlin directed to invite her.

Reid - Reed and Doug have briefed Charter Schools about state contracts, procurement codes, and ethics. Marlin questioned if it would be appropriate to have a charter school representative on EdPAC.

Marlin ask if any of the districts had done an RFP on parent paid student insurance. Greg said he was just completing one and would e-mail the information.

Scheduling

Annual calendar copy. Gary mentioned his conference room would be available for year if we want it. A motion to future EdPac meetings at Granite School District was made by ? and seconded by ? . The motion passed unanimously.

Meetings to be held on second Thursday at 1:00 pm. Traditionally no meetings in March, July, August, and November and March. Changes to be made on meeting calendar.

It was noted the November workshop will be held at a Davis or Weber county location

The next NGIP meeting, a 3 hour workshop and leadership ballot, will be held in St. George on May 19th.

A motion to dismiss was made by ? and seconded by Susan. The motion passed unanimously.

The next EdPac meeting will held May 11th at 1 p.m. at the Granite School District purchasing conference room, 2500 S. State.

EdPAC

Educational Purchasing Advisory Committee

Minutes for February 8, 2006

The EdPac Meeting was held at 9:a.m. at the Granite School District, 2500 S. State St., SLC. The following members were in attendance:

Marlin McKinney - Alpine School District	* Scott Rigby - Cache School District
Rick Ashby - Davis School District	Gary Hansen - Granite School District
Rich Field - Jordan School District	Susan Gitlin - Park City School District - Chair
Greg Maynard - Salt Lake City S D - V C	Merlene Wixom - Weber School District - Sec
Doug Richins - Dir State Purchasing	Reed Taylor - Coordinator State Purchasing
*Pat OHara - Murray School District	Laurie Erickson - Tooele School District
* Karma Leatham for Scott and Debbie Oddison for Pat	

Business: Conducted By Susan Gitlin

Previous meeting minutes: 1st & 2nd motions by Gary & Rich -- Minutes Approved

General Business:

Epson Pricing - Greg informed the group that Epson has created special pricing for PC Projectors based upon our EdPac numbers. This Pricing is available is available only through ValCom's State Contract #MA362. Reed and Doug questioned the validity. (It was later noted that it was valid).

Procurement Rule Changes: Marlin and Doug discussed recent changes to the procurement rules as presented to the legislature. State Web site will list the changes, effective by mid month. Key changes: 1) working changed to pave the way for electronic bids. 2) Clarification of late bid issue when fault lies with the purchasing agency. 3) Post treatment of RFP: all responses are public information - all responses up to two years according agency policy. 4) Only information specified by the respondent as priority, and that meet specific criteria must be kept confidential. 5) RFP evaluation scores are public information, but the evaluator's names should not be associated with their scores.

State Procurement issues: Doug reviewed several key bills before the legislature:

HB79 - Prescription drug purchasing pool did not pas

HB179 - Requires the checking of the immigration status - vendors must comply

SB 59 - Community rehabilitation procurement set aside.

SB220 - Tie bids are to be awarded to Utah produces products.

State Contracts :

Reed requested information about what Dan Riser had said about a FEDEX audit.

Doug said that Dan had asked if anybody wanted to have an audit of their FEDEX billings. It was decided that no one did enough volume with FEDEX to justify audits.

Doug - The wireless contract expires June 30th. A new WSCA wireless phone contract is being lead by the state of Nevada to replace the on that ends in June. Wireless phone employee reimbursement plans and related district policies was then discussed.

The Reverse auction for paper Feb-Apr is this Friday.

Other Issues:

Next EdPac Workshop up at Weber, possibly at the Eccles Center or at Davis

Discussion of Charter School and who is the fiscal agent. They need training!

Gary asked about the real need for Bid Bonds and his Board has given the money back to defaulting contractors. Who will enforce it?

Rick responded to his Vending Machine Letter on making machines cost efficient. It was noted that if the machines are removed, the kids will sell pop from their lockers.

Postage Machines - There are new state contracts resulting from a WSCA agreement. This contract will benefit any districts still using analog metering machines. The post office is requiring all equipment to be digital by the end of the year.

No meeting in March

Discussion on who will be the next officers - Greg to Chair and Merlene to VC but the Secretary position is open. Current members are too busy so the new attendees were asked. They declined when asked. Marlin finally consented to take the position for the next year.

Next meeting April 5th at 1 a.m. at Granite

Meeting adjourned 11:17 a.m.

Note the next NIPG meeting will be on the 19th of May in St. George, Elections and workshop (12:30 p.m. to 4:30 p.m. City of Saint George council chambers 175 E 200 N (Free to Chapter members & \$ 10 non-members.)

EdPAC
Education Purchasing Advisory Committee
Minutes for January 11, 2006

The EdPAC meeting was held at 9:00 a.m. at the State of Utah, Division of Purchasing & General Services, 3150 State Office Building, SLC, UT. The following members were to be in attendance:

Marlin McKinney – Alpine School District
Rick Ashby – Davis School District – Chair
Rich Field – Jordan School District
Greg Maynard – Salt Lake City S D – Sec
Doug Richins – Dir State Purchasing
* Absent, Karma Leatham attended for Scott.

*Scott Rigby – Cache School District
Gary Hansen – Granite School District
Susan Gitlin – Park City School Dist. V Chair
*Merlene Wixon – Weber County School Dist
Reed Taylor – Coordinator State Purchasing

Business: Conducted by Susan Gitlin

Previous meeting minutes: No meeting was held in December. Doug Richins noted that Bill Burch of USEO has retired.

General Business:

Mountain State School Book Depository – Mark Scoville, Michael Syndergaard & Scott Cressall attended. Mike led a PowerPoint presentation on the pending change to increase the ISBN number from 10 digits to 13 digits on January 1, 2007, as the system is running out of numbers. Next a discussion followed on the meaning of “Favored Nation” clauses in book contracts: Bottom line – the lowest contracted price during the signup period is the price for all. But if one entity signs up in a later period and the price has increased, the new price applies to the newly contracted entity while the previous entity keeps the lower price until their contract ends. The discussion migrated to a review of how the Utah’s “open” adoption policy may cost us more and that the only real negotiating areas we had were shipping and “freebee” which are not really free. Some hints were noted to help us were noted: Call the publisher to see what “freebees” they are offering. Mt. State is obligated to pass on to us any “freebees” and what ever shipping rate the publisher has promised to any entity. Mike noted that they act as an over watch for us to help us get the best pricing. He encouraged us to negotiate a shipping price with the publishers and then let them know by providing a signed/written document as verification. E-Text was next discussed but it has not proved cost effective as technology changes too fast.

EdPAC Workshop - Greg reported that the Workshop netted \$85.28. Of the 89 people who registered 79 showed up. Those not attending but who wished to have the material were sent them. Those in attendance felt it went well and was worth the cost. Rich asked if Dr. Ogden’s presentation notes were available. Yes, Greg will send him a copy. It was noted that the EdPAC workshop is the only one in the state. Doug will check with UPAC to see if they would like to coordinate presenting such training opportunities. Next time the Applied Technologies Centers and Charter Schools should be included on our invitation list. Greg noted that a couple of attendees remarked that the giveaways were illegal. This led to Greg presenting the findings of a NIGP poll on gift policies. Of 233 national respondents, 35% noted that they had a no gift polity while almost 54% responded that while they had a no gifts policy, items of a certain dollar value were allowed. Almost 75% responded that their policy applied to all employees. While 44% said it was ok to receive food items if they were shared by all staff members. Finally, 55% responded that to accept gifts gave the appearance of unethical behavior.

EdPAC Education Purchasing Advisory Committee

While sections 67-16-5 and 36-11-304 allow non procurement personnel to receive “an occasional non-pecuniary gift, having a value of not in excess of \$50”, the Utah Procurement Code classifies the acceptance of any emolument, gratuity, contribution, loan or reward or any promise thereof as a felony. Doug noted that one would not want to be the first test case, so it is best not to accept anything even for open distribution by all. He plans to send a letter to his vendors informing them that the Purchasing Department will not accept any Holiday or other gifts. It was then moved that the giveaways at the end of the EdPAC Workshop be eliminated. Folks should be attending for educational purposes, not for the giveaways.

Energy Star Vending Machines: Rick Ashby led a discussion about the utility cost associated with the lighted/refrigerated vending machines. His district figures that each machine cost the district on average \$119 a year. He passed out a paper written to the two major soft-drink provider requesting that provide more energy efficient machines or a VendingMiser product to help reduce costs. He has had no response nor does he expect to receive any. Rick asked those in attendance to consider the cost and perhaps provide a clear request to these vendors to provided more energy efficient machines. The issue of the impact of the “Wellness Program” on vendor’s desire to be compliant.

State Procurement Issues: Doug noted that House Bill 79 delete with drug pools and another bill modifying the 5% state preference law for work done by shelters will be on the docket. He also noted that the State Procurement Policy Board had made changes to the procurement rules and they will go into affect 1 Feb. 2006: electronic bidding, RFPD bids, late bids clarified and what must be made public with regards to bids. He noted that we need further training on these changes and that the Next EdPAC workshop might be a good forum. He suggest that we look at the state web site at the new language in the RFP process and a new form.

State Contracts – Reed asked if the 3 month reverse auction process was ok. Yes. He will need our orders this week. Bus pricing has gone lower. Off of the State web site there is a link to Virco which gives our cost for school furniture.

Other Issues: Gary asked what others had done about handling and shipping fees especially with sole source provides. He found them very high and has negotiated them down. That is what other have done also. He next asked what was the best way to sell surplus property: Auction, Bid or Real Estate Agent? With an appraisal, bids or real estate were most often used.

Susan noted that it was time to select a new secretary. No one volunteered so it was finally proposed by Greg and seconded by Rich that the decision be postponed until next meeting and that in the mean time new faces needed to be recruited: Murray, Tooele, Box Elder, Ogden were among the possible sources for new personnel on the committee. Gary said he would contact Murray and Tooele while Karma (Scott) was asked to check with Box Elder and Ogden.

Meeting adjourned 12:17 p.m.

Next meeting will be on Feb 8th at 9 a.m. – At the new Granite SD complex on 2500 S. State.

Note: the next NIGP meeting will be on the 25th of January at 4:30 in the Murray City Offices.

EdPAC
Educational Purchasing Advisory Committee
Minutes for September 8, 2005

The EdPac meeting was held at 8:00 a.m. on September 8, 2005 at the Division of Purchasing & General Services, 3150 State Office Building, Salt Lake City, Utah. The following members were to be in attendance:

Marlin McKinney – Alpine School District
*Scott Rigby – Cache School District
*Rick Ashby – Davis School District
*Gary Hansen – Granite School District
Rich Field – Jordan School District
Susan Gitlin – Park City School District - Chair
Greg Maynard – Salt Lake School District – Vice Chair
Merlene Wixon – Weber School District – Secretary
*Doug Richens – Director of State Purchasing
Bill Burch – USOE

*Absent

Excused: Rick Ashby
Doug Richens
Gary Hansen

Business: Conducted by Susan Gitlin

Previous meeting minutes for May, 2005 will be read at October 2005 Meeting

State Offered Printing Services – Brian Jensen and Jan Rogerson reviewed printing services offered by the State. They informed the group that the State had outsourced their printing services. They provided a copy of the Xerox Print services available and pricing. Printing is done on a digital press. They do not do press work. Orders can be placed online through their website. They do have courier service and State mail services from Ogden to Provo. They also work with Fedex Ground PD212 for next day services. The Print Center hours are Monday through Friday, 7:00 a.m. -5:00 p.m. The Print Center telephone number is (801) 538-1011.

NIGP Information - Merlene Wixon updated the group on the NIGP (The National Institute of Governmental Purchasing, Inc) local association that has recently been formed in the State of Utah. The first meeting will be held on September 21, 2005 at 4:30 p.m. The meeting will be held at the Salt Lake City School Administration Office in room 116. Merlene invited everyone to attend and encouraged participation in this organization by the State Procurement Office and School Districts across the state. She stated that NIGP has a vast wealth of services beneficial to their members.

Fall Workshop Update - Greg Maynard reported on the status of the Fall Workshop planned for November 4, 2005 in room 111-116 at the Salt Lake City School District Administration Office 444 East 100 South in Salt Lake. Parking is on the South side of the building. Parking may be a problem. However, Greg is trying to make arrangements for parking at the LDS Church across the street.. There will be no vendor fair and three (3) workshops. Greg still needs one instructor for one workshop. If any one has any ideas please let him know as soon as possible.

State Contracts - Reed Taylor informed the group that the Furniture Award is still in the process of refining on the Web Page. Some District's are experiencing very slow delivery times from Edutec. Some waiting as high as thirteen to fourteen weeks. For product. The State Freight Contract continues to provide the best freight costs, Districts need to take advantage of this service, It is not necessary to buy full truck loads to take advantage of the State Freight contract. Brenda Veldevere is working on the Audio Visual Bid.

EdPac Meeting Time - Susan Gitlin asked the group if they wanted to keep the early morning meeting time. Rick Ashby from Davis School District cannot meet on Thursday Morning due to a conflict in time with his District. After a discussion the group decided to set the meetings for the second Wednesday of each month at 9:00 a.m. and see how it goes.

Art Supplies - Susan Gitlin asked how other districts ordered art supplies. The group also discussed the possibility of a State Contract with vendors like Reuels?

Increased surcharges on deliveries because of Gasoline prices – Merlene asked the group how they were handling increased surcharges on deliveries due to high gasoline prices. Most districts are holding firm to bid and contract prices. Vendors need to be able to prove their costs. Example, what percentage of the increase is the actual cost due to the increase in gas prices. Gas prices are expected to be back to normal by November. Vendors need to know that if surcharges go up they also need to go back down.

Meeting adjourned at 10:30 a.m.

The next meeting will be held on October 12, 2005 at 9:00 a.m.

EdPAC
Education Purchasing Advisory Committee

Corrected Minutes for February 12, 2004

The EdPAC meeting was held at 2:00 p.m. at the offices of the Salt Lake City School District, 440 E 100 S, Salt Lake City, Utah. The following were to be in attendance:

Marlin McKinney – Alpine School District
Rick Ashby – Davis School District - Chair
Rich Field – Jordan School District
Greg Maynard – Salt Lake City S D – Sec.
Doug Richins – State Purchasing
Bill Burch – USOE

Scott Rigby – Cache School District
Gary Hansen – Granite School District
Susan Gitlin – Park City School District – V Chair
Merlene Wixon – Weber County S D – Absent
Reed Taylor – State Purchasing
Kay Pope – Salt Lake City SD

Business: Conducted by Rick Ashby

EdPAC meeting minutes – January's minutes were discussed and approved. Reed will now post them on the Internet.

General Business:

2004 EdPAC Meeting Schedule presented and discussed.

EdPAC Directory has been updated by Reed but the date needs to be corrected to 2004.

EdPAC Bylaws were reviewed. Rick asked clarification on membership and meetings.

Wording to eliminate reference to Service Centers was discussed along with need to designate eight permanent members with recommendations for others. After considerable discussion, it was decided that Rick will draft proposed language to be considered at the next meeting.

NIGP Chapter – a brief discussion on whether or not there was interest in forming a chapter, further information needed. Gary will check on the status of meeting with them.

Previous minutes and their keeping was discussed. All former secretaries are to check to see what they have and forward them to Reed who will archive them.

Service Recognition:

Gary Hansen was presented a plaque for his service as last year's president.

Doug Richins, on behalf of governor Walker, presented Kay with a Proclamation recognizing his many years of service to the State & School District in the field of purchasing.



Legislation Update:

Doug Richins reported on bills affecting procurement that are before the legislature:

HB304 on recycling products is too broad – needs to be more specific.

SB 6 repeals pilot program to refurbish computers

The Vending bill has been killed for this session. More a Board of Education issue.

Procurement Code amended.

State Contracts:

Reed Taylor reported on the reverse auction for paper. It went well. Rich would like to see this done regularly, as it is producing better pricing than the state bid.

A discussion on PC purchases followed – HP, Gateway & HP & (Apple) were the manufactures which most districts use. So a State bid on specific configurations might help the Big Buy.

The podium bid is done as is the Purchase Card (US Bank); AV carts may be bid – Brenda needs input from us on what carts we buy.

Next Years Workshop: (Nov 5th 2004 at Park City)

Susan reported on her progress. She noted that they did not have a large facility. Initial contacts with hotels for space and cost are dependent upon the number of room rentals we guarantee. Also discussed was whether or not we wanted an overnight format. General consensus was to keep the format to a single day, letting out at mid afternoon. Also discussed were topics for the breakout sessions: legal issues, UCC etc. We are to e-mail her with ideas.

Maps & Globes:

Gary volunteered to help chair a committee to study the best approach to buying maps & globes

Soft-drink Vending:

Rick & Reed opened a discussion on this. District histories with this issue were presented.

Several different approaches are being used with different results. This might not be a candidate for a State Wide uniform approach.

Small Construction Projects (< \$20 K):

Gary led a discussion on the need for bonding. Doug referenced HB 219. Different school districts approach this differently.

Other Discussions:

Gary was asked to report on Granite's move to their new facility. They are consolidating many areas into the new building and selling their old facilities.

Bill brought up an issue over East Side Entrée's "Songe Bob" boxed milk (non-refrigerated).

This product utilizes USDA non-fat dry milk. Meadow Gold filed a complaint with USDA.

The dates for UASBO are 22-23 of March.

Next Meeting: April 1, 2004 for 2 to 4 p.m. at the State Division of Purchasing Office.

Meeting adjourned at 4:20 p.m.

EdPAC
Education Purchasing Advisory Committee
Minutes for January 13, 2005

The EdPAC meeting was held at 2:12 p.m. at the State of Utah, Division of Purchasing & General Services, 3150 State Office Building, SLC, UT. The following were to be in attendance:

Marlin McKinney – Alpine School District	*Scott Rigby – Cache School District
Rick Ashby – Davis School District - Chair	*Gary Hansen – Granite School District
*Rich Field – Jordan School District	Susan Gitlin–Park City School District – V Chair
Greg Maynard – Salt Lake City S D – Sec.	Merlene Wixon – Weber County S D
Doug Richins – State Purchasing	Reed Taylor – State Purchasing

*Bill Burch – USOE	Guests: Dan Klotovich from Jordan SD in for Rich
Business: Conducted by Rick Ashby	* Absent from meeting

EdPAC meeting minutes – December's minutes were discussed, & approved.

General Business:

New officers for the upcoming year we noted and elected:

Susan Gitlin – Chairman
Gregory Maynard – Vice Chairman
Merlene Wixon – Secretary

Next months meeting will be held at the Salt Lake City School District Office: 440 E 100 S room 101C at 2 p.m. Parking is on south side. February 10, 2005 is the date.

Merlene volunteered to hold December's meeting at Weber School District. She will treat us!

Other – March no meeting (UASBO), June, July and Aug will be off.

State Contracts: Reed reviewed the status of the following contracts:

Interpreting – five issued to cover phone, face to face and translating;

Trash Bags – Waxie – any questions about quantity can be settled by weighing the boxes as the contract is by weight. Sue asked about a fixed price. Reed noted that they should be fixed.

Sporting goods – bids are being reviewed at present. Reed noted that they will also be doing a bid for Athletic Supplies if there are no objections he will use the same committee. Greg noted that Gary Briggs could also serve if needed.

WSCA contract is in place for PCs and Printers.

Appliances – Reed asked what were the problems with the existing vendor? None except that Jordan District's maintenance personnel did not like them. Dan suggested that one of them be put on the committee to evaluate. Reed will put out specifications for both low end and high end.

Carts – Reed noted that Gary Hansen was to report today but he asked to be excused.

Foaming Soap – contract is out, see the Web. Greg mentioned his experience with hand sanitizers.

Legislative Update: Doug noted that there is a bill to re-number the Procurement Code – 63-56 will remain the same. Another possible bill will seek to clarify the gift in ethics issue. Another issue may be the 5% of government to be performed by the shelter work shops.

Other Issues: Sue noted that Imagistics International (TCM) sold all their RISO contracts to Fowler who while not having the State contract is using State pricing. She also noted that she was having problems with Midwest Office for tile orders. Finally, she asked how to handle a contract that has escalated for \$5 M to \$17 M dollars with board approval. After some discussion, it was suggested that she negotiate with the General Contractor, after checking with the district's lawyer.

Marlin asked about the bus contract, noting that it did not cover the small special ed ones.

Reed acknowledged that it did not. He also noted that both companies (Blue Bird & Thomas lowered their original prices.

Meeting adjourned at 3:24 p.m. Next meeting February 10th at 2 p.m. at SLCSO offices.

EdPAC
Education Purchasing Advisory Committee
Minutes for December 9, 2004

The EdPAC meeting was held at 11:00 a.m. at the State of Utah, Division of Purchasing & General Services, 3150 State Office Building, SLC, UT. The following members were to be in attendance:

*Marlin McKinney – Alpine School District
Rick Ashby – Davis School District – Chair
Rich Field – Jordan School District
Greg Maynard – Salt Lake City S D – Sec
*Doug Richins – Dir State Purchasing
Bill Burch – USOE

Scott Rigby – Cache School District
Gary Hansen – Granite School District
Susan Gitlin – Park City School Dist. V Chair
*Merlene Wixon – Weber County School Dist
Reed Taylor – Coordinator State Purchasing
* Absent

Business: Conducted by Rick Ashby

Previous meeting minutes: The minutes were approved.

General Business:

State Issues – As Doug was excused, Reed discussed the status of the reverse auction for paper. Gary asked about delivery status. Reed noted the Oct-Nov schedule was moved back to December due to the lack of need. The current bid will close in a week or so.

EdPAC Workshop: Susan was commended for the excellent job she did on the workshop. She had prepared a binder to pass to Greg for next year with information about her experience. She also passed out a final expenditure report and survey summary. These were reviewed and briefly discussed. Rick asked her what suggestions she had for next time. She noted that being a small school district made it hard to do the daily needs and be able to coordinate & organize the workshop. All present agreed for the need to help out and all expressed a willingness to do so. She reaffirmed the need to have alternate plans as things do change. She also suggested that the number of optional workshops be reduced to just two and use the third for body as a whole, i.e. the legal workshop. Finally, she suggested that the vendor fair be looked at as to whether or not it is worthwhile. She then gave the binder to Greg. Gary asked when the next workshop would be. Greg responded that he was looking at the 4th & 11th of November 2005. Rick noted that as that the 11th would be Veteran's Day. The 4th then would be the date. Greg noted that he was looking for a keynote speaker and contacted Weber State business faculty but to date has had no response. Bill said he had had good luck with Westminster faculty and would get his contact name to Greg.

State Contracts – Reed reported that all school bus contracts have been amended. Information corrected and pricing adjustments made. See the State Website for the updated contract. He also noted that the state contract for athletic equipment is on the street. The sub-committee is scheduled to meet again on Jan 13, 05. Next he noted that contracts for moving services are in-place and posted. Bids have been received for poly garbage bags. At the end of the meeting, Rich asked Bill about the status of the fortified milk issue. A lengthy discussion followed. The bottom line being: quality of product and the Federal paper work have discouraged any interest for now. Other products are available, i.e. pudding but safety issues over the container are resulting in the donation of this product to the Food Bank. Also an on-line-ordering system for USDA commodity goods will be available by the '06 school year.

EdPAC
Education Purchasing Advisory Committee

Other Issues: Greg discussed his experience with a vendor who refused to give him their Tax ID Number. As a Corporation, they do not have to. So, one must dummy a number in order to get them entered into their integrated system.

Action Items follow up: Input to Greg for NIGP Chapter formation & EdPAC Speakers.

Meeting adjourned 12:17 p.m. for lunch at the new State cafeteria.

Next meeting will be on Jan 13, '05, at 2:00 p.m. – State Offices Building – Division of Purchasing Conference Room.

EdPAC
Education Purchasing Advisory Committee
Minutes for October 14, 2004

The EdPAC meeting was held at 2:00 p.m. at the State of Utah, Division of Purchasing & General Services, 3150 State Office Building, SLC, UT. The following members were to be in attendance:

*Marlin McKinney – Alpine School District
Rick Ashby – Davis School District – Chair
Rich Field – Jordan School District
Greg Maynard – Salt Lake City S D – Sec
Doug Richins – Dir State Purchasing
*Bill Burch – USOE

Scott Rigby – Cache School District
Gary Hansen – Granite School District
Susan Gitlin – Park City School Dist. V Chair
Merlene Wixon – Weber County School Dist
Reed Taylor – Coordinator State Purchasing
* Absent

Business: Conducted by Rick Ashby

Previous meeting minutes: Doug suggested a few corrections. The minutes were then approved.

General Business: Rick noted that traditionally our December meeting has been a luncheon. It was decided to meet on the 9th of December at 11 a.m. adjourn for lunch in the new capital lunch room and then reconvene if necessary. November's meeting will be the workshop on the 5th in Park City.

EdPAC Workshop: Susan handed out registration packets for the workshop. She included a breakdown of the expenditures. She asked about any surplus from last year to help offset cost if this year they go over budget. Reed & Rick were sure there would be enough to cover any short-falls. She noted the 5 ISM point will be awarded to participants. Gary asked about the Cities and others who might be invited. She invited the University of Utah, SL City and charter schools. She asked us to car-pool as much as possible as the location is still under construction and parking may be limited, overflow in the next door church will be possible.

State Issues – Doug asked the status of Charter Schools – are they a political subdivision of the State? The following discussion noted that most operated under local school districts. Doug asked if there was a listing of the charter schools. Scott gave him a copy of such a listing that he got a UASBO. He next asked about the physical fitness debacle affecting several schools. The ensuing discussion reviewed what had happened: "National School Fitness Foundation" offered free weight/fitness systems to school if they used a specific vendor for the equipment to interface with the software program. In reality it was a ponzi scheme. The company is now bankrupt and the schools nation wide who participated are left with millions of dollars in loans for which they are liable.

State Contracts – Reed brought in Dave Gill to report on the audit of Academy Sports. Their methodology made it impossible to audit. It was suggested that for the next bid that a structure be required so tracking will be possible. Next, Reed noted that SOS, Apple One and Strategic Staffing were all on State Contract for temporary manpower. He next asked about auto parts and delivery as there had been some interest by UDOT. Only minor interest showed by those present. He also noted that Nancy Orton had established a price agreement with the Newspaper Agency Corp. for Legal Notices and other announcements to be published. There was a brief discussion on the use of the internet for such notices.

Rick in the absence of Bill reported on the fortified fluid milk issue. No change basically, he included an E-mail from Bill on the subject with the agenda. Any question? Call Bill.

EdPAC

Education Purchasing Advisory Committee

Other – Greg asked the group how they use sole-sourcing and how long they validated it for. The resulting discussion was mixed. Doug left and returned with copies of the State's notice & form. He noted that recently they have been using the inter-net to push out a public notice of the pending sole source to vendors of interest. This will allow them to challenge if they so decide. The sole source is valid for that procurement but not to exceed a year in duration, generally.

Gary asked if other districts were having Board Members get involved vendor selection. A lively discussion followed, concluding that it was not a good idea – for reasons of "Appearance" of conflict of interest. The Nancy Workman case is a good case in point.

Gary asked about vendors who seem to have a monopoly on selling to schools – i.e. school year books, rings etc. Need to use low bid or justify the selection. He showed an alternate for school rings sponsored by O.C. Tanner – NUVO.

Merlene asked about the status of chartering under NIGP. Greg reported that the Petition to establish a charter was before the NIGP Board of Directors. Carol Heales of Murray City was spearheading it. (Update – It has been approved and is pending the selection of officers and bylaws.)

Merlene noted that her auditors were asking about a Fraud Prevention Policy. Did anyone have such a thing? Not directly.

Gary asked about Surge Suppressors. Apparently EFI had a recall in '96. He has too many to replace them all. Codale is the current vendor for them.

Action Items follow up:

1. Workshop Registration - All
2. NIGP update – Greg to report
3. Appliances – specifications by all
4. Cart Contract – Status –

Meeting adjourned 4:15. Next meeting Nov 5, 2004 in Park City for the EdPAC Workshop.
Location: Ecker Hill Middle School, 2465 West Kilby Rd 7:30 to 3:15

ATTACHMENT

E-mail

From: "Burch, William" <WBURCH@usoe.k12.ut.us>
To: 'Rick Ashby' <rashby@dsgmail.net>
Date: 9/28/2004 11:40:43 AM
Subject: RE: USDA Dry milk Blended Product

Hello Rick,

I am scheduled to be out of town on October 14th, but here is what information I can give you on fortified fluid milk.

Utah (USOE Food Distribution) is ready to move forward with fortified fluid milk but the suppliers have put the pilot on hold. Both Dean Foods (Meadow Gold) and National Dairy Holdings (Cream o' Weber) did not realize the complexities of the commodity processing program and the Non-fat Dry Milk issues when they first presented this pilot. The milk powder that USDA was going to make available to the dairies was between 18 to 24 months old. The dairies had issues with the flavor profile and the "mixability" of this older powder. They also had some problems with some of the regulatory and reporting requirements needed to participate in the program. USDA would still like to move forward with the pilot but it is now up to the dairies. If you have any other questions call or e-mail,

Thanks,
Bill Burch

—Original Message—

From: Rick Ashby [mailto:rashby@dsgmail.net]
Sent: Wednesday, September 15, 2004 2:27 PM
To: wburch@usoe.k12.ut.us
Subject: USDA Drymilk Blended Product

Bill,

At our last EdPAC meeting, this subject came up again. I believe in our meeting last May you informed us that there was a mixing problem. Could you give us an update on this issue at our next EdPAC meeting? It is scheduled for 10/14/04 at 2:00pm in the State Purchasing conference room. Thanks!!

Rick C. Ashby, Director of Purchasing
Davis School District
Ste #2, Bldg. G-4, Freeport West
P.O. Box 160440
Clearfield, UT 84016-0440
(801) 402-7802 or (801) 402-7809 fax

EdPAC
Education Purchasing Advisory Committee
Minutes for September 9, 2004 - Corrected

The EdPAC meeting was held at 2:13 p.m. at the State of Utah, Division of Purchasing & General Services, 3150 State Office Building, SLC, UT. The following members were to be in attendance:

Marlin McKinney – Alpine School District
Rick Ashby – Davis School District – Chair
Rich Field – Jordan School District
Greg Maynard – Salt Lake City S D – Sec
Doug Richins – Dir State Purchasing
*Bill Burch – USOE

*Scott Rigby – Cache School District
*Gary Hansen – Granite School District
*Susan Gitlin – Park City School Dist. V Chair
*Merlene Wixon – Weber County School Dist
Reed Taylor – Coordinator State Purchasing
* Absent

Business: Conducted by Rick Ashby

Doug introduced Dave Gill a new State Buyer

Previous meeting minutes: The need to have an action list was discussed. Greg will create and add to the minutes. Minutes were approved.

State Issues – Doug updated the committee on the status of the Capital construction. He introduced new staff members Dave Gil and Paul Mash and noted that there is a new staff listing available. He noted that there is a new matrix on line to help with the wireless contract – multi awards; Adobe software contract has great advantages; WSCA's matrix on the internet. Finally, he asked if all were getting the Newsletter.

State Contracts – Paul Marsh discussed the problems an internal audit of Academy Sports uncovered. They were not responsive to D. Reisner, so their contract is suspended until further notice. Jordan and Davis have had problems with them. Reed reported that the Paper auction went well, current pricing is higher than last time by 5 cents. Next auction at the end of October. Hon Pricing will go up 0-7%. The milk bid was conducted by county by county but only the same companies participated, some saving by county, (Meadow Gold awarded the bid) Packaging may have been the issue keeping the smaller dairies from participating. Rich asked about USDA fortified milk – on hold for now due to age issue of the powdered milk. School bus contract has been awarded. It was noted that Brent Bryson had died in Aug. The appliance contract was discussed. Jordan has been getting complaints about the quality of the Crosley product. Next a discussion on vehicle pricing was led by Doug. Need to audit and get examples to Doug.

Reed noted that he needed Contract Usage data sent in from the school districts even if it is an estimate. Status of the Bretford cart contract was asked. Brenda needs more specifications, Jordan and Davis have given theirs.

Disposal of Surplus – Greg asked how the other districts handled surplus. General consensus was that it was not worth the cost to try to recycle most stuff. Rich asked about used textbooks. He would like to sell them but who will buy them? The issue of profanity written in them would preclude their sale ability. USOE not interested unless you have 25 or more.

Action Items:

1. Sports Equipment – all to come with ideas about replacing Academy Sports.
2. Rick to call Bill Burch about USDA milk mix & Bill to Report on it.
3. Usage Reports – all to report to Reed their usage of state contracts
4. Bretford Carts – all to get specifications to Brenda
5. Appliances – need to work on specifications
6. Susan Gitlin to report on status of EdPAC Workshop.

Meeting adjourned 3:50. Next meeting October 14, 2004, State Office Building, 2-4 p.m.

EDUCATION PURCHASING ADVISORY COMMITTEE BY-LAWS

Adopted May 13, 2004

INTRODUCTION

Group Purposes: The Education Purchasing Advisory Committee (EdPAC) has, as its goal, the increase of voluntary cooperative group purchasing by public school districts. Regular contact between purchasing heads is encouraged for the specific purpose of developing group contracts, specifications development and discussion of state contracts.

Membership: Membership includes at least eight (8) members from a cross-section of school districts, three (3) representatives from large school districts, two (2) representatives from medium-sized school districts, two (2) representatives from small rural districts, and the Chief Procurement Officer of the State of Utah or his/her appointed representative. Other members may be named as determined by EdPAC.

Quorum: Fifty percent of the Committee constitutes a quorum.

Term of Office: Term of office for membership on this committee, excluding the Chief Procurement Officer of the State of Utah or his/her appointed representative whose appointment is permanent, will be at least four years, with new members to be appointed anytime.

ORGANIZATIONAL STRUCTURE

Contract Communication Channel

1. *Specification Input:* When the state contemplates contract development or contract renewal it should give the Committee at least 90 days notice before bidding the contract. The purpose of this is to allow members time to provide feedback to the State of those items important to the schools that should be included in the specifications. The State is expected to include school recommendations in its specifications where possible.
2. *Specification Development:* Specifications for contracts under development will be submitted to the State Contract Specifications Analyst at least thirty (30) days prior to bid negotiation.

Meetings

1. Frequency: At a minimum, the committee will meet at least six (6) times per year. More frequent meetings may be called as needed. An EdPAC Fall Workshop will be held each year, and may replace a regularly scheduled committee meeting.

Minutes: The secretary will ensure that each member of the committee receives a copy of the unapproved minutes for review and correction and a reminder of the date, time and location of the next meeting. The Public Education Coordinator for the State of Utah, Division of Purchasing, will keep archive records and arrange for the production of the approved minutes of each meeting and post them to the EdPAC website.

2. Duties of Members: Members with suggested agenda items should have them included in the minutes or should communicate them to the chairperson of the committee at least ten days prior to the next scheduled meeting. This will allow the chairperson time to develop an agenda and distribute it to all participants.

Officers

Election of Officers: The election of the secretary will occur as part of the regularly scheduled meeting in January of each year. The replaced secretary will become the vice-chairperson; the vice-chairperson will become the chairperson (After Officers are named at the first meeting in January.)

Duties of Officers

1. Chairperson: The chairperson is responsible for calling meetings, developing the agenda and ensuring the expeditious conduct of business.
2. Vice-Chairperson: The vice-chairperson will assist the chairperson as needed and will assume his/her responsibilities, if, for any reason, the chairperson is unable to perform them. The vice-chairperson is also responsible for organizing the Annual Fall Workshop.
3. Secretary: In addition to taking minutes and arranging for their production and distribution, the Secretary is responsible for maintaining a historical file on the organization. This file should include copies of minutes from all meetings and copies of any reports to oversight authorities which EdPAC may make.

EdPAC
Education Purchasing Advisory Committee

Minutes for April 1, 2004

The EdPAC meeting was held at 2:00 p.m. at the State of Utah, Division of Purchasing & General Services, 3150 State Office Building, SLC, UT. The following were to be in attendance:

Marlin McKinney – Alpine School District
Rick Ashby – Davis School District - Chair
Rich Field – Jordan School District
Greg Maynard – Salt Lake City S D – Sec.
Doug Richins – State Purchasing
*Bill Burch – USOE

*Scott Rigby – Cache School District
Gary Hansen – Granite School District
Susan Gitlin – Park City School District – V Chair
*Merlene Wixon – Weber County S D
Reed Taylor – State Purchasing

Business: Conducted by Rick Ashby

* Absent from meeting

EdPAC meeting minutes – February's minutes were discussed, amended & approved.

General Business:

EdPAC By-Laws as revised by Rick were discussed: definition of size, number of representatives, definition of permanent and how to define USOE rep were all discussed. Rick will revise the By-Laws per the suggestions of the group and prepare them for approval at the next meeting.

NIGP Chapter update – Gary Hansen reported that some time between June and August there may be a meeting. A brief discussion on the merits of membership followed.

Legislative Update:

Doug Richins reviewed the status of several bills that affect purchasing:

HB219 – Construction Bonding Statute changes affect private contracts only. Doug hopes to have a bill sponsored next year so that the change will also apply to public contracts.

Bill to expand State's Business web page so all business can be on one page.

Charter Schools want exemption from Purchasing Code – They do not have use State contracts.

SB6 – Dead

SB146 – Clean up references to the Olympics

Other: Charter Schools want exemption from the Purchasing Code – They do not have to use of State contracts.

State Contracts:

Reed Taylor asked about keeping Bretford carts on state contract, YES. He next asked about Buses. This lead to a discussion onTypes. Marlin McKinney asked that Type A (Special Ed) be bid. Type C (Engine in front) Type D were also recommended to be re-bid. The next quarterly paper reverse auction was discussed (May-July). Need request by 9 April, auction on the 15th. Marlin asked about other paper to be bid. The Virco furniture contract was discussed next. It was noted that using Dan Riesner (State buyer – transportation) that a lot of money could be saved. Report on usage not accurate as several districts did not report, but in general the usage is down on the Virco contract.

Reed also requested again that any one with old minutes, to submit them to him so they can be archived.

EdPAC Workshop:

Susan Gitlin reported that accommodations may be a problem as her district does not have a facility large enough to hold the workshop. She had several alternatives. A discussion on topics for the workshop followed: Cost Plus Contracts; Liability Insurance; a Case Study using Wasatch as an example; & PDAs.

Maps & Globes bid: Gary still working on it.

Other Items:

Portable class rooms – American Delta company is going out of business, Rick has 30 to move this summer so he asked for suggestions on movers who could do the job. Val Gardson was recommended.

P-Card – Doug noted that US Bank won the bid again and bonus checks for signing will be coming in May. \$90,000 was rebated.

Book Bid – it went well, Rick will review it next time.

Copier contract finished. Brenda is working on a matrix to facilitate understanding who has what.

Meeting adjourned at 4:30 p.m.

By-Law Changes

Proposed by-law changes must be included in the formal meetings agenda. Changes will be adopted by a quorum vote of the membership.

Financial Responsibility

The State of Utah, Division of Purchasing will serve as the fiscal agent for EdPAC.

Revised May 13, 2004

EdPAC

Education Purchasing Advisory Committee

Corrected Minutes for February 12, 2004

The EdPAC meeting was held at 2:00 p.m. at the offices of the Salt Lake City School District, 440 E 100 S, Salt Lake City, Utah. The following were to be in attendance:

Marlin McKinney – Alpine School District
Rick Ashby – Davis School District - Chair
Rich Field – Jordan School District
Greg Maynard – Salt Lake City S D – Sec.
Doug Richins – State Purchasing
Bill Burch – USOE

Scott Rigby – Cache School District
Gary Hansen – Granite School District
Susan Gitlin – Park City School District – V Chair
Merlene Wixon – Weber County S D – Absent
Reed Taylor – State Purchasing
Kay Pope – Salt Lake City SD

Business: Conducted by Rick Ashby

EdPAC meeting minutes – January's minutes were discussed and approved. Reed will now post them on the Internet.

General Business:

2004 EdPAC Meeting Schedule presented and discussed.

EdPAC Directory has been updated by Reed but the date needs to be corrected to 2004.

EdPAC Bylaws were reviewed. Rick asked clarification on membership and meetings.

Wording to eliminate reference to Service Centers was discussed along with need to designate eight permanent members with recommendations for others. After considerable discussion, it was decided that Rick will draft proposed language to be considered at the next meeting.

NIGP Chapter – a brief discussion on whether or not there was interest in forming a chapter, further information needed. Gary will check on the status of meeting with them.

Previous minutes and their keeping was discussed. All former secretaries are to check to see what they have and forward them to Reed who will archive them.

Service Recognition:

Gary Hansen was presented a plaque for his service as last year's president.

Doug Richins, on behalf of governor Walker, presented Kay with a Proclamation recognizing his many years of service to the State & School District in the field of purchasing.



Legislation Update:

Doug Richins reported on bills affecting procurement that are before the legislature:

HB304 on recycling products is too broad – needs to be more specific.

SB 6 repeals pilot program to refurbish computers

The Vending bill has been killed for this session. More a Board of Education issue.

Procurement Code amended.

State Contracts:

Reed Taylor reported on the reverse auction for paper. It went well. Rich would like to see this done regularly, as it is producing better pricing than the state bid.

A discussion on PC purchases followed – HP, Gateway & HP & (Apple) were the manufactures which most districts use. So a State bid on specific configurations might help the Big Buy.

The podium bid is done as is the Purchase Card (US Bank); AV carts may be bid – Brenda needs input from us on what carts we buy.

Next Years Workshop: (Nov 5th 2004 at Park City)

Susan reported on her progress. She noted that they did not have a large facility. Initial contacts with hotels for space and cost are dependent upon the number of room rentals we guarantee. Also discussed was whether or not we wanted an overnight format. General consensus was to keep the format to a single day, letting out at mid afternoon. Also discussed were topics for the breakout sessions: legal issues, UCC etc. We are to e-mail her with ideas.

Maps & Globes:

Gary volunteered to help chair a committee to study the best approach to buying maps & globes

Soft-drink Vending:

Rick & Reed opened a discussion on this. District histories with this issue were presented.

Several different approaches are being used with different results. This might not be a candidate for a State Wide uniform approach.

Small Construction Projects (< \$20 K):

Gary led a discussion on the need for bonding. Doug referenced HB 219. Different school districts approach this differently.

Other Discussions:

Gary was asked to report on Granite's move to their new facility. They are consolidating many areas into the new building and selling their old facilities.

Bill brought up an issue over East Side Entrée's "Songe Bob" boxed milk (non-refrigerated).

This product utilizes USDA non-fat dry milk. Meadow Gold filed a complaint with USDA.

The dates for UASBO are 22-23 of March.

Next Meeting: April 1, 2004 for 2 to 4 p.m. at the State Division of Purchasing Office.

Meeting adjourned at 4:20 p.m.

EdPAC

Education Purchasing Advisory Committee

Minutes

January 08, 2004

EdPAC meeting was held at 2:00 p.m. in the offices of the Division of Purchasing & General Services, State of Utah in Salt Lake City, Utah. The following were in attendance:

Marlin McKinney, Alpine School District
Rick Ashby, Davis School District
Gary Hansen, Granite School District
Rich Field, Jordan School District
Susan Gitlin, Park City School District
Greg Maynard, Salt Lake City School District
Doug Richins, State Purchasing
Reed Taylor, State Purchasing
Frank Volk, State Purchasing
Bill Burch, USOE

Topics of Discussion

EdPAC Meeting Minutes

Minutes of the December meeting were discussed, changes were made and revisions were approved.

Election of New Secretary

Greg Maynard of Salt Lake City School District was nominated and approved as the new secretary for 2004.

Doug Richins, State Purchasing

An introduction was made of a new employee at State Purchasing, Frank Volk.

Discussion on Co-Op purchasing was conducted, inquiring if any school district had been approached or marketed by such companies. One company discussed was U.S. Communities, located in Walnut, Ca. A handout was distributed regarding this company. Due to the wording of the procurement laws governing School Districts (63-56-65 and 63-56-2 paragraph 3A),

entering into purchases with these private companies are not compliant with the code.

The current procurement code regarding Co-Op purchases exempts school districts from participating. The Interlocal Cooperation Act allows districts to enter into a Co-op purchasing unit as long as all stipulations listed are followed. A hand out referring to this Act was distributed to all attendees.

A suggestion was made to bring this information to the next UASBO meeting so all Business Administrators and School Districts are aware of the procurement law.

Book Depository: Questions were raised on the validity of utilizing the state depository as a sole source vendor. State Purchasing will look into the questions raised. Davis School District is conducting their own bid process on textbooks and will inform EdPAC of the results.

Greg Maynard, Salt Lake City School District

Regarding recent snow storms that have hit the area over the holiday break, some areas experienced loss of power. A discussion was conducted concerning emergency preparedness and how districts handle these situations.

Reed Taylor, State Purchasing

- Copy Paper Bid – Any districts wanting to participate need to turn in quantities for the upcoming reverse auction for paper.
- Carpet Contract – State Contract PD392 is in effect for school districts to utilize.
- Classroom Podiums – A contract for these items is currently being worked on.
- Freight – A reminder was given to all districts to consider utilizing this contract if applicable.

EdPAC

Education Purchasing Advisory Committee

Minutes (revised)

December 11, 2003

EdPAC meeting was held at 12:00 p.m. at the Hilda B. Jones Center in Salt Lake City, UT. The following were in attendance:

Marlin McKinney, Alpine School District
Scott Rigby, Cache School District
Rick Ashby, Davis School District
Gary Hansen, Granite School District
Paul Worthen, Granite School District
Rich Field, Jordan School District
Susan Gitlin, Park City School District
Kay Pope, Salt Lake School District
Greg Maynard, Salt Lake City School District
Reed Taylor, State Purchasing
Bill Burch, USOE
Larry Newton, USOE
Mike Glenn, Utah Energy Office
Bernell Loveridge, Utah Energy Office

Topics of Discussion

EdPAC Meeting Minutes

- Minutes of the October meeting were unavailable for approval.

Mike Glenn, Utah Energy Office – Handout on School Energy Costs

A handout was distributed to all attendees referring to different avenues for energy cost savings as well as references and departments that can assist districts through the process. One area addressed was new construction value based engineering, showing the life cycle savings if construction was built 25% above bare minimum code. Links to the website for departments that can assist in these areas are listed on the last page of the handout.

Bernell Loveridge, Utah Energy Office

Discussion focused on the cost savings to districts with 15 – 20 or more buildings on hiring an Energy Manager to go over invoicing, cost savings, work with teachers, students and staff on several areas including behavior modification. Page 13 of the handout showed links to websites to assist any interested district.

Larry Newton, USOE

Discussion on the appropriate procurement practices for securing energy management consultants. There are many companies that try to qualify themselves as “sole source” entities, which in return prove to be too costly over time. Be wary of such claims and companies that approach Board members and Superintendents; always research and use the available grants and resources within the Energy Office and try to handle energy management in-house, which can be more cost effective.

Rick Ashby, Davis School District

The recent annual Fall Workshop comments and financial results were discussed. A handout was given showing comments made by attendees concerning all areas of the workshop. Another handout was given to show the financial allocations.

Suggestions for the workshop next year were discussed as were topics for breakouts and key-note speakers. It was suggested that each district request information from their staff regarding areas of interest to be returned to Susan Gitlin after the holiday break.

The manner in which the vendor fair was conducted was also discussed, whether to continue inviting one specific type of vendor focusing on the topics relevant to the workshop or to be all inclusive of all state contracted vendors. It was agreed that inviting all state contracted vendors would be more than needed and to focus on contracted vendors pertinent to the topics of the workshop.

The first Friday in November of 2004 will fall on November 5th; this is the tentatively scheduled date for the workshop. Many thanks and accolades were rightfully directed to Rick Ashby, his staff and Davis School District for hosting a successful workshop.

Reed Taylor, State Purchasing

- PC Contract – The contract will be re-bid and will go out within the next week.
- P-Card – US Bank was awarded the bid once again with a 5 year agreement and should be signed and ready by the end of the week. The contract is virtually the same, however there will be an increase on returns depending on the spending pattern and usage of the participating district.
- Microsoft Software – A reminder was given to make sure districts receive confirmation on all licenses from SHI and EnPointe for software purchases.
- HVAC – The contract is now available and will be on the website shortly.
- Furniture – Contracts are coming up for bid in April of 2004. Questions were posed if the committee thought the current wording and usage of the contracts were acceptable as is, or should other items of interest be added to the contracts. All were in agreement that the current configuration was acceptable and useful.
- Whiteboards – Many districts had returned specifications concerning this request, however the State Office has not received the information to date.
- Warranties – State Purchasing is currently looking into adding a link to the website to show contracted vendors warranty information, which would be helpful to districts.

Other Agenda Items

A discussion on how each district handle service consultant work, whether it is treated as a “single/sole source” item or as a commodity utilizing the policies and procedures set forth in procurement practices. Most districts agreed that services and commodities are handled with the same procedure. Speakers and trainers can be considered “single/sole source” however most other services are handled as commodities.

Questions were raised regarding Mountain States usage and it was agreed that most would like for this to be a topic of discussion at the next EdPAC meeting, possibly to be addressed by Doug Richins.

Meeting Adjourned at 2:35 p.m.

Next scheduled EdPAC meeting: January 8, 2003 – 2:00 p.m.
State Office Building
Division of Purchasing & General Services

- Whiteboards – Many districts had returned specifications concerning this request; Reed Taylor will look into this and inform EdPAC.

Other Agenda Items

The EdPAC website is in need of several changes reflecting members and meeting dates and times. Reed Taylor will make the appropriate changes to the website.

Possible termination in legislation pertaining to Refurbishing Computers School Program; Doug Richins will advise.

Meeting Adjourned at 3:55 p.m.

Next scheduled EdPAC meeting: February 12, 2004 – 2:00 p.m.
Salt Lake City School District
440 East 100 South
Room 101, First floor

EdPAC

Education Purchasing Advisory Committee

Minutes
October 9, 2003

EdPAC meeting was held beginning at 2:00 p.m. in the offices of the Division of Purchasing & General Services, Catipol Hill, Salt Lake City, Utah. The following were in attendance:

Gary Hansen - (Granite) – Chair
Rick Ashby - (Davis) – Vice Chair
Dan Klotovich for Rich Field – (Jordan)
Greg Maynard for Kay Pope – (Salt Lake)
Merlene Wixon – (Weber)
Reed Taylor – (State Purchasing)
Marlin McKinney – (Alpine)
Scott Rigby, Susan Gitlin and Douglas Richins were excused.

September EdPAC Meeting Minutes

1. Review and approve September and October minutes at the December meeting.

Annual Buyers Workstop

2. Registration and agenda materials have been mailed to School Districts as well as Universities. Please RSVP ASAP. Questions, contact Rick Ashby.

State: State Contracts

3. Reed Taylor reported that the Statewide audio-visual contracts have been extended for a couple months as have the duplicator contracts.

Bids for Statewide duplicators contract are due 10/21/03.

Glendon Mitchell discussed possible contract with Adobe – modeled much like the Microsoft agreement. Glendon also mentioned that the WSCA PC contracts have been extended one year. WSCA will be rebidding these contracts soon.

The PC Big buy will begin around the 15th of November. Glendon would like to see if we can come up with a standard configuration or two and use these configurations. Forward standard PC configuration requirements to Glendon Mitchell (gmitchell@utah.gov)

Reed asked if the State should pursue a contract for duplicator ink. If so, what criteria/specifications should be used? Contract Reed Taylor.

Paper – Reverse Auction

4. Reviewed success of recent reverse auction for copy paper. Discussed ways to include other Districts. Thanks was expressed to the State for its efforts.

Committee Reports

5. Merlene mentioned she received specifications etc for possible whiteboard contract. She complimented Phil Johnson with Granite for his efforts. She will review with her staff and forward to the State.

Art/Science Supplies: Send needs/requirements to Marlin (Alpine School District).

NIGP

6. Discussed interest in a local chapter of NIGP. Most expressed an interest. Gary will contact Tracey Stevens (SLC Corp) to see if a meeting could be organized to discuss.

Meeting Adjourned at 3:23 p.m.

Next EdPAC Meeting

December 11, 2003 – Luncheon Meeting
TBA

EdPAC

Education Purchasing Advisory Committee

Minutes

September 11, 2003

EdPAC meeting was held at 10:00 a.m. at the State Library Services Building in Salt Lake City, UT. The following were in attendance:

Marlin McKinney, Alpine School District
Scott Rigby, Cache School District
Rick Ashby, Davis School District
Gary Hansen, Granite School District
Rich Field, Jordan School District
Susan Gitlin, Park City School District
Greg ?, Salt Lake City School District
Reed Taylor, State Purchasing
Merlene Wixon, Weber School District

Topics of Discussion

EdPAC Meeting Minutes

- Minutes of May meeting were reviewed and approved.

Rick Ashby, Davis School District – Updates on Procurement Workshop

A handout was distributed to all attendees showing the tentative agenda for the Fall Procurement Workshop to be held in Farmington on November 14th.

Rich Field with Jordan School District mentioned that he like to invite purchasing departments from the Charter schools to the Fall Workshop, Rick Ashby will make sure all are invited. Gary Hansen inquired if the Universities and City agencies will also be invited to attend as well, which they will.

An accounting of cost was discussed. The state office will apply some of the extra funds from the previous workshop to the upcoming one. A tentative price per person for the workshop is estimated to be \$17. A map with directions will be mailed along with the registration form towards the end of September, no later than the first week of October.

Discussion was conducted on the parameters to be given to all vendors attending the workshop in regards to hand-outs and “gifts”. It was decided that they would be asked to refrain from any hand-outs or drawings.

Reed Taylor, State Purchasing – Contracts

- LCD Projectors – Six vendors will be awarded, four are already on the website with two remaining to be posted.
- Digital Duplicators – The old contracts expired on August 31. The State Office is changing the format similar to the camera bid, therefore they are not expecting to have this completed for a few months. In the meantime, it was requested to inquire from the previous awarded vendors if they would be interested in extending their contracts for the next several months in order to accommodate any needs.
- Carpet – The bid is currently in progress, with an expected protest from a manufacturer. Once this is settled, then the contract will be awarded.
- Truckload Shipping – Reed reminded attendees to consider the truckload shipping offered which may be beneficial to school districts as an alternative to other shipping methods. Must be over 10,000 pounds.
- Buses – The contract has been awarded and one vendor, Thomas, was not included in this award due to submittal errors
- Purchasing Card – Several districts utilizing this inquired about the expired contract and wanted to know the status of the contract. Marlin McKinney from Alpine School District thought the document was already drafted and should be out for bid, however Reed Taylor was not sure and would forward information as soon as possible. Several districts showed an interest in discussing the purchasing card system and would like to meet prior to a scheduled EdPac meeting for further discussion.
- Whiteboards – Gary Hansen inquired if the state would be interested in a whiteboard contract. Most districts purchase their whiteboards from one

or two specific vendors and would like the option of a contract. Merlene Wixon from Weber School District volunteered to chair this committee.

- Art Supplies – Marlin McKinney inquired if the state would be interested in a contract for art supplies. Districts were asked to send in information concerning their specs for art supplies to Alpine School District.
- Chemical Labs – Marlin McKinney inquired if the state would be interested in a contract for chemical lab supplies. Districts were asked to send information concerning their specs for chemical lab supplies to Alpine School District.

Big Buy Reverse Auction for Paper

It is time again for interested districts to submit their request to the State Office for the paper auction. The same specs will be used and all districts that participated were satisfied with the previous results; only one district had a few complaints on the paper.

All submittals will need to be returned to Reed Taylor no later than September 19th. A question was raised on whether or not the state would need to generate an RFP for this process, depending on whether or not this process is still considered in the test phase. Reed Taylor will look into this question.

New Chair for A/V Supplies

Scott Rigby volunteered to chair this committee.

Scott Rigby – Cache School District

Scott inquired if any other district had researched energy education, educating staff on energy conservation practices, for their districts. Merlene Wixon mentioned she could forward information.

Meeting Adjourned at 12:00 p.m.

Next scheduled EdPAC meeting: October 9, 2003 – 2:00 p.m.
State Office Building
Division of Purchasing & General Services

EdPAC
Education Purchasing Advisory Committee

Minutes (revisions in red)

May 14, 2003

EdPAC meeting was held at 2:00 p.m. at the State Library Services Building in Salt Lake City, UT. The following were in attendance:

Secretary: Susan Gitlin, Park City School District
Jay Caldwell, Jordan School District
Kay Pope, Salt Lake City School District
Dean Pope, Granite School District
Douglas Richins, State Purchasing
Reed Taylor, State Purchasing

Topics of Discussion

March EdPAC Meeting Minutes

- Minutes of March meeting were not provided for review.

Douglas Richins, State Purchasing – Changes in State Procurement Rules

State Procurement Rules apply to School Districts only when the local school board has not adopted its own rules or when the local school board may have adopted and incorporated the state rules as the districts rules by reference. A handout was provided (see attachment) and the following changes were discussed:

- R33-2-102, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-3-104, \$20,000 dollar amount was changed to \$50,000, effective May 16th. Added the option of the government internet website for public notice.

- R33-3-113, Awarding identical low bids can now go to the closest to the point of delivery bidder (for referral to the Attorney General). \$8,000 tie bid dollar amount was changed to \$50,000.
- R33-3-301, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-3-302, \$2,000 – \$20,000 dollar amount was changed to \$5,000 – \$50,000, effective May 16th.
- R33-3-303, Dollar amounts were changed as follows: \$500 was changed to \$1,000, \$2,000 was changed to \$5,000, \$500 and up to \$2,000 was changed to \$1,000 and up to \$5,000, effective May 16th.
- R33-3-304, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-102, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-311, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-321, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-331, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-355, \$20,000 dollar amount was changed to \$50,000, effective May 16th.
- R33-5-530, \$20,000 dollar amount was changed to \$50,000, effective May 16th.

US Communities. Doug explained this was a co-op purchasing agency based out of Walnut Creek, CA, working with **out of state local governments** to market contracts for a percentage of sales. The state procurement **codes** were addressed and reviewed concerning co-op purchases. US Communities is not an acceptable co-op.

Reed Taylor, State Purchasing – Contracts

- Digital Cameras – Prices are now posted on the state contract website with three vendors being awarded – Inkley, TV Specialists and Alpha/Omega.
- Copiers – Majority are now on the website, including a matrix to compare copiers.
- LCD Committee – Reed will check with Gary Hansen to follow up on committee members and progress.
- Carpet Cleaning Contract – **A new state contract on carpet cleaning was announced.** An inquiry was made if this would be a beneficial contract for the school districts, none felt this would be a benefit at this time **as all in attendance indicated that their districts do not currently outsource carpet cleaning services.**
- Unisource was awarded the Boise Cascade high-speed laser paper contract.

Big Buy Reverse Auction for Paper. A hand out was provided. All agreed that a separate auction for recycled paper was not needed. The quarterly time-frame was reviewed and dates were agreed upon, with the first auction to be conducted in June. Information is still needed from certain districts in order to go forward (delivery information and quantities).

A guaranteed minimum order of (1) one truck-load is required to participate in this auction. Shipment of paper will need to be made in same month (7 - 10 days after auction) to each participating district.

RFP Depot has been contacting districts to sign them up individually for this auction - there is no need to do this, we are participating in the states auction. By participating in one auction, only 1% is given to RFP Depot and not an additional 1% **to gather the cooperative procurement ordering data.**

Susan Gitlin, Park City School District - Health Insurance RFP Procedures

An inquiry was made on procedures followed within school districts for Health Insurance coverage. Best and Final offers were discussed.

Meeting Adjourned at 3:30 p.m.

Next scheduled EdPAC meeting: June 12, 2003
2:00 p.m.
State Office Building
Division of Purchasing and General
Services

EdPAC Committee Minutes

The EdPAC Committee will post to this web page the minutes from their meetings. A maximum of one year's approved minutes will be posted in descending order with the most current minutes posted at the beginning of this page. Please contact Reed Taylor (801) 538-3709 if you have questions regarding this document.

EdPAC **Education Purchasing Advisory Committee**

Minutes **February 13, 2003**

EdPAC meeting was held at 2:00 p.m. in the offices of the Transportation Department, Salt Lake City School District in Salt Lake City, UT. The following were in attendance:

Chair: Gary Hansen, Granite School District
Vice Chair: Rick Ashby, Davis School District
Secretary: Susan Gitlin, Park City School District
Jay Caldwell, Jordan School District
Kay Pope, Salt Lake City School District
Marlin McKinney, Alpine School District
Scott Rigby, Cache School District
Douglas Richins, State Purchasing
Reed Taylor, State Purchasing
Greg Maynard, Salt Lake School District

Topics of Discussion

January EdPAC Meeting Minutes

- Minutes of January meeting were reviewed and approved as written.

Douglas Richins, State Purchasing – Legislation

The following bills were discussed:

- HB147, Utah Construction Prompt Payment Act, requiring prompt vendor payment for services rendered.
- HB153, Education Conservation Resource Program, establishes a committee to work with school districts for energy conservation.
- HCR009, Resolution to Recognize the Positive Influence of Utilizing Local Businesses, encourages the use of local businesses when all factors are equal.

- SB32, Drivers Education, establishing level ground between private and public supported drivers education to stabilize costs associated with this program.
- SB86, Prohibition of Automatic Renewal of Service Contracts, service contracts will no longer automatically renew unless written notification is received from the patron to renew the contract terms.
- SB101, Procurement Requirements for Healthcare, any vendor contracted will be required to verify and provide certification of healthcare for all employees working 20 plus hours per week.
- SB129, State and Local Agencies Criteria in Awarding Bids, award construction contracts to companies that either have or will consider offering apprentice programs and healthcare benefits to their workers, regardless of hours, on projects of \$1,000,000 or more. There is confusion in the wording if this only applies to RFP's or if it also includes Bids since the document also states "awarding of bids".

Reed Taylor, State Purchasing – Contracts

- HON Contract, the state has taken the current Granite School District, modified it, HON has it for review and hopefully it will be finalized soon. The contract will be with HON, but the purchase orders will be addressed to the dealer, a list of dealers will be provided with the contract. Until the state has this contract available, we can still piggy-back off of the Granite contract.
- Camcorders and Digital Cameras, this is still out to bid, to date four vendors have expressed an interest. A question was raised if a multiple award would be preferred with local vendors only; it was determined that out of state vendors are currently being used as well as local vendors and should be considered.
- Copier Contract, the contract date has been extended until the first week of March.
- Sound Systems, the specs are still in review with the committee. Podium systems may be considered to be included in this contract.
- Copy Paper, the email questionnaire response was not completed, Davis SD is still only interested in the Xerox 4200 paper. It was decided that a quarterly Big Buy would best suit all the districts with Reed Taylor sending out an email to receive quantity amounts just prior to the purchase, possibly to begin this June.

EdPAC Bylaws

- A copy of the bylaws has not been found. Douglas Richins will try to contact Mark Hellewell and inquire about its location.

UASBO Conference

- The dates for this years conference were discussed, March 23 through March 26 in St. George, Utah. Due to some EdPAC members attendance at UASBO, there will be no scheduled EdPAC meeting until April.

Greg Maynard, Salt Lake City School District – Duplicators

- Currently modifying old bid specs to open up the bids to other brands and vendors. It is expected that this bid will be released in May to be awarded in August.

Rick Ashby, Davis School District – EdPAC Buyers Workshop

- Tentative date for the workshop is Friday, November 7th, to be held in Farmington. The theme this year is “Cooperation and Collaboration”. Rick asked that anyone who would like to share ideas to please contact him directly.

Meeting Adjourned at 3:30 p.m.

Next scheduled EdPAC meeting:

April 10, 2003

2:00 p.m.

State Office Building

Division of Purchasing and General Services

EdPAC
Education Purchasing Advisory Committee

Minutes
January 9, 2003

REVISED

EdPAC meeting was held at 2:00 p.m. in the offices of the Division of Purchasing & General Services, State of Utah in Salt Lake City, Utah. The following were in attendance:

Scott Rigby - (Cache) – Chair
Gary Hansen - (Granite) – Vice Chair
Rick Ashby - (Davis) - Secretary
Dan Klotovich for Rich Field – (Jordan)
Kay Pope – (Salt Lake)
Douglas Richins – (State Purchasing)
Reed Taylor – (State Purchasing)
Susan Gitlin – (Park City)
Marlin McKinney – (Alpine)

December EdPAC Meeting Minutes

1. Minutes of December meeting were reviewed and approved as written.

Food Conference

2. Bill Burch asked Reed Taylor to announce that the annual Food Conference has been scheduled for the third week in June at Utah Valley State College in Orem. Purchasing personnel are invited. More details to follow.

State Copier Contract

3. Reed Taylor reported that the statewide copier contract would be awarded in February.

Digital Camera/Camcorder Contract

4. A solicitation for digital cameras and camcorders has been developed and is on the street for bid. The intent is to establish a statewide contract for these products.

Digital Duplicator Contract

5. The current state contract for digital duplicators is due for re-bid. Discussion as to whether there was a continuing interest in having this item on contract. The committee agreed that a contract was still necessary. Reed Taylor requested that EdPAC appoint a chairperson to organize a committee to gather

specs and assist State Purchasing personnel. Kay Pope recommended Greg Maynard from Salt Lake School District to chair the committee. Scott Rigby volunteered assistance, Marlin McKinney offered his Buyer, Kay Healey, and Gary Hansen also will provide a representative.

Lunch Room Tables

6. Reed Taylor updated the committee on State Purchasing's progress on establishing a contract for Bio-Fit Tables. The contract has been put on hold due to the vendor requesting significant upward price adjustments to the original bid. This is being reviewed. A decision has not yet been made.

Hon Furniture Contract

7. Mary Beckett with Interior Resources has suggested that the State consider initiating a contract directly with Hon in order to obtain deeper discounts and enhanced freight considerations that are already being offered through the cooperative contract with Granite School District. Doug Richins indicated that if both Interior Resources and Hon were in agreement, the contract with Interior Resources could be assigned to Hon and the contract pricing modified to reflect the deeper discounts. The committee felt this assignment would be good and would allow school districts an opportunity to consider adopting a "big buy" approach to buying furniture. If this assignment were to take place, the cooperative contract with Hon, brokered by Granite School District, would no longer be necessary and could be cancelled. Gary Hansen is to continue to pursue this issue with Interior Resources and Hon.

Statewide Paper Contracts (Copy/Colored/Fine)

8. Reed Taylor reported that State Purchasing Agent, Nancy Orton, has distributed a survey to school districts regarding paper usage and buying habits. Please be sure to return the surveys promptly. This will assist the State in assessing a better method for obtaining paper, perhaps on a quarterly or semi-annual basis utilizing the "big buy" concept. Reed Taylor and Nancy Orton will analyze survey results and market trends and propose a course of action.

Carpet

9. Reed Taylor reported that Eula Neal, State Purchasing Agent, is reviewing the existing State contract for carpet. Eula wanted to know if any of the school districts were specifying carpet containing recycled fibers. No one on the committee reported installing or having an interest in recycled carpet.

Consolidation of School District Purchasing Departments

10. Doug Richins reported reading a newspaper article talking about changes that may be proposed in the upcoming legislative session resulting from a committee headed by Frasier Bullock to study and make recommendations for education. The newspaper article indicated that one of the management changes that might

be suggested was some consolidated purchasing. Committee members were asked if they had heard of any such talk. None reported any such rumor. Doug indicated that, at least as of this date, no bills had been filed for legislative review. If committee members become aware of any such recommendations or talks, Doug Richins should be notified. Kay Pope reminded the committee that EdPAC was formed in 1984 as a resolution by the legislature as a direct result of similar discussions. There are outside people who believe that cost savings and economies can be obtained by consolidation. EdPAC was formed as a means of bringing school districts together to share ideas and work cooperatively to assure economies and cost savings were maximized. Kay reminded the committee that we should not lose sight of that goal and continue to strive to work closely together to that end.

Leadership Changes for 2003

11. Scott Rigby has completed his term (plus an additional year) as chair of the EdPAC committee. According to the by-laws, Gary Hansen, the current Vice Chair will succeed Scott effective immediately. Rick Ashby, the current Secretary, will succeed Gary Hansen as Vice Chair effective immediately. Scott Rigby called for nominations to fill the vacancy for secretary. Susan Gitlin from Park City School District was unanimously nominated and seconded. Susan willingly accepted the responsibility to serve as secretary for the 2003 calendar year. Appreciation was extended to Scott for his service as Chair for the past two years.

Improving School District Participation and Representation

12. It was noted that many school districts from rural (away from the Wasatch front) areas do not participate as readily in EdPAC nor are they being represented as members of the EdPAC committee. It was suggested that participation is likely a function of the time and distance required to travel to EdPAC meetings and workshops. Doug Richins suggested that we should consider using technology, such as, conference calling that would allow participation without undue travel. It was recommended that the committee review the by-laws to be sure that committee representation is in compliance. Susan Gitlin is to obtain a copy of the by-laws and bring them to the next EdPAC meeting for review, discussion and possible action.

February EdPAC Meeting Location Change

13. It was noted that the 2003 legislative session would convene next week. Due to reduced parking spaces, it was suggested that the next EdPAC committee meeting be relocated. Kay Pope offered his facilities to the group. Kay will notify committee members of the exact meeting place prior to the next EdPAC committee meeting.

Meeting Adjourned at 3:23 p.m.

Next EdPAC Meeting
February 13, 2003
2:00 P.M.
Salt Lake School District
Room: TBA

EdPAC
Education Purchasing Advisory Committee

Minutes
December 12, 2002

EdPAC meeting was held at 10:30 a.m. at the Davis School District, Nutrition Services Department executive conference room in Clearfield, Utah. The following were in attendance:

Scott Rigby - (Cache) – Chair
Gary Hansen - (Granite) – Vice Chair
Rick Ashby - (Davis) - Secretary
Richard Field – (Jordan)
Kay Pope – (Salt Lake)
Douglas Richins – (State Purchasing)
Reed Taylor – (State Purchasing)
Susan Gitlin – (Park City)
Marlin McKinney – (Alpine)
Merlene Wixon – (Weber)
Vaughn Hawkes & Wife – (Provo)
Debbie Hefner – (Ogden)

October EdPAC Meeting Minutes

10. Minutes of October meeting were reviewed and approved with the correction that Kay Healey was in attendance representing Marlin McKinney.

Special Recognition

11. Vaughn Hawkes, former Director of Purchasing at Provo School District now retired, member of the Utah Procurement Policy Board, and EdPAC committee member was presented a certificate signed by Governor Mike Leavitt by Doug Richins for outstanding service to education and the Purchasing profession.

EdPAC Workshop

12. Special thanks to Gary Hansen who organized a great EdPAC Workshop in November. The responsibility for the 2003 workshop is assigned to Rick Ashby.

Reed Taylor briefly reviewed the scores from attendees on the workshop conference. Scores were generally favorable in every category. Revenues and expenses were also reviewed. A copy was given to Rick Ashby to assist with preparations for 2003.

Statewide Paper Contracts (Copy/Colored/Fine)

13. Reed Taylor reported that State Purchasing is working to assess a better method for obtaining paper, perhaps on a quarterly bid basis or a “big buy” concept. Districts are encouraged to provide to Reed Taylor or Nancy Orton of the State Purchasing Office, usage information, specifications, and when past purchases have been made. Reed and Nancy will use this information and compare it to industry production cycles to determine the best timing for purchases.

Hazardous Waste

14. Reed Taylor announced that the contract for hazardous waste has been awarded and will be available on the web within a week.

State Furniture Contracts

15. Reed Taylor advised that furniture contracts have been updated and posted to the web. Users can access the respective sites and find net product pricing rather than having to calculate the percentage discount from a list price publication. Should improve contract utility. Provide ongoing feedback, suggestions, and ideas that make the contracts more useful.

Lunch Room Tables

16. Reed Taylor stated that the state was putting a price agreement together for Bio-Fit lunchroom tables.

Computer “Big Buy”

17. Reed Taylor mentioned that the “Big Buy” for computers is currently in progress. Districts invited to participate.

WSCA Contract for Routers, Switches, etc.

18. Doug Richins reminded the committee that the State of Utah is the lead state for putting together a WSCA contract for routers, switches, etc. The contract will also cover telephony items that connect directly to routers and switches. Any other stand-alone telephony item is excluded. The contract will likely be available for use in January 2003.

Office Supply Contracts

19. Doug Richins advised that the office supply contracts have been awarded to multiple vendors. Value of the contracts is \$12 million. Check the State Purchasing’s website to see contracts and make comparisons between the vendors.

Special Legislative Session

20. The state legislature will meet next week in a special session to determine how to deal with an expected \$117 million deficit for the balance of FY2003. Doug Richins expects that state departments will be hit with additional budget cutbacks. This will also effect the State Purchasing department. Possibility

exists that department may lose another FTE. Doug asks that EdPAC committee members consider what areas are most critical so that State Purchasing department can focus their resources in those areas in the event of a reduction in manpower.

Reverse Auction

21. State Purchasing recently completed a reverse auction for paint sprayers for the Department of Transportation. Eleven suppliers qualified with the auction going into three overtime periods. The State had expected to pay approx. \$6,000 for each sprayer. Through the reverse auction process, the State paid \$4,400 each. RFP Depot was used as the third-party vendor for operating the reverse auction process. Doug to provide a report to the committee on the participating vendors' overall feelings about the auction process.

State Purchasing is considering another auction for granulated sugar.

State Copier Contracts

22. Solicitations for copiers are expected to be issued by State Purchasing in January and awarded in February.

Digital Still and Video Cameras

23. Rich Field recommended that the state consider adding digital cameras and camcorders to existing audiovisual contracts or establishing separate contracts to cover this type of equipment. Committee members agreed that this would be useful given most District are purchasing a lot of digital equipment. Reed Taylor stated that the concept is already being considered and that Brenda Valdevere, State Purchasing Agent, would welcome any feedback.

Nominations for Utah Procurement Policy Board Vacancy

24. Three EdPAC committee members would be nominated to fill the position on the State Procurement Policy Board recently vacated by Vaughn Hawkes who retired. The position represents public education. Rich Field, Marlin McKinney and Rick Ashby were nominated. An email vote by the committee elected Marlin McKinney to the position.

Doug Richins suggested that the committee adopt a policy for term-of-service. At present there is none. After discussion, the committee determined that the term should be for a minimum of three-years. At the end of the three-year period, the position would be open for review with the committee having the option to extend the term of service on a year-to-year basis. Committee felt this may give more committee members an opportunity to service on this Board. Motion was made and approved to adopt the policy.

Lunch Served

25. Café Central of Davis School District served lunch, paid by attendees.

Meeting Adjourned at 1:00 p.m.

Next EdPAC Meeting

January 9, 2003

2:00 P.M.

Sate Office Building

Div. of Purchasing & General Services

EdPAC
Education Purchasing Advisory Committee

Minutes
October 17, 2002

EdPAC meeting was held at 2:00 p.m. at the State of Utah, Division of Purchasing and General Services' conference room, State Office Building (SOB). The following were in attendance:

Scott Rigby (Cache) – Chair
Rick Ashby (Davis) - Secretary
Richard Field – (Jordan)
Kay Pope – (Salt Lake)
Douglas Richins – (State Purchasing)
Reed Taylor – (State Purchasing)
Susan Gitlin – (Park City)

September 12, 2002 Minutes

26. Minutes of previous meeting were reviewed and approved with corrections to sections 1 and 7. Rick Ashby to email revised minutes to committee members.

Voice Amplification Systems

27. Reed Taylor reported that he had received specifications from several school districts since last meeting. State Purchasing will begin work to craft a possible solicitation for bidding purposes.

Statewide Paper Contracts (Copy/Colored/Fine)

28. Reed Taylor reported that State Purchasing is working to assess a better method for obtaining paper, perhaps on a quarterly bid basis or a “big buy” concept. Districts are encouraged to provide to Reed Taylor, State Purchasing Office, usage information, specifications, and when past purchases have been made. Reed will use this information and compare it to industry production cycles to determine the best timing for purchases.

Hazardous Waste

29. Reed Taylor announced that the contract for hazardous waste would be made available for use very soon.

State Furniture Contracts

30. Reed Taylor advised that the Edutek contract has been updated. He is working with contractors to establish Internet sites whereby contract users can access the respective sites and find net product pricing rather than having to calculate the percentage discount from a list price publication. Should improve contract utility.

Poly Bags

31. Reed Taylor asked the committee how their respective Districts were buying poly bags. Are bags purchased against the state contract or do district's have their own. The response was mixed. Some use the state contract others buy on their own. A discussion ensued about the difficulties in comparing various bag specifications and the problems with substitute products.

Annual State Contract Usage Report

32. Doug Richins emphasized the importance of school districts completing the on-line reporting of statewide contract usage for FY02. Districts who have not yet sent in their report need to do so as quickly as possible. Questions or problems should be forwarded to Reed Taylor. The information gathered is essential in gaining the best economies. Established statewide contracts are of great benefit especially to smaller school districts. The state needs your feedback if contracts aren't working or meeting your needs.

EdPAC Buyers Workshop

33. Scott Rigby provided an update on the upcoming EdPAC Buyers Workshop. Two documents were distributed: 1) Flier announcing the place, time & content of the workshop & 2) the workshop registration form. Gary Hansen also emailed these forms to each committee member several days ago.

A review of topic material was discussed. It was determined that State Mail Services should be given an opportunity to discuss their services which are available for school district use. Services include bulk mailing, discounted first class, inserting, etc. There is a potential savings to school districts in that mailings can be combined to obtain special USPS discounts, as well as, reducing the need for postage machine purchases, meter head leases, and associated maintenance costs. Reed Taylor is to contact State Mail Services and coordinate with Gary Hansen.

November EdPAC Meeting

34. The November EdPAC meeting will NOT be held on account of the EdPAC Buyers Workshop to be held November 1, 2002.

December EdPAC Meeting

35. The December meeting will be held on Thursday, December 12, 2002 at 10:30 a.m. at the Davis School District. The meeting will be followed with lunch at Café Central. The meeting and lunch will be held in the offices of the department of Nutrition Services, Building G-4, Freeport West Center, Clearfield, UT. Rick Ashby will make arrangements for the facilities and will provide committee members with directions and a menu. Lunch expense is on your own.

Meeting adjourned at 3:20 p.m.

Next Meeting

EdPAC Buyers Workshop – Nov. 1, 2002 at Granite School District, Hilda B.
Jones Center, 382 E. 3605 S., SLC
8:30 a.m. to 3:30 p.m.

EdPAC Meeting – Dec. 12, 2002 at Davis School District, Nutrition Services
Department, Bldg. G-4, Freeport West Center, Clearfield
10:30 a.m. to 12:00 noon
Followed by Lunch

Note: Portions of the minutes highlighted in bold print denote assignments to committee members

EdPAC
Education Purchasing Advisory Committee

Minutes
September 12, 2002

EdPAC meeting was held at 2:00 p.m. at the State of Utah, Division of Purchasing and General Services' conference room, State Office Building (SOB). The following were in attendance:

Scott Rigby (Cache) – Chair
Gary Hansen (Granite) – Vice-Chair
Rick Ashby (Davis) - Secretary
Marlin McKinney (Alpine)
Richard Field – (Jordan)
Greg Maynard – (Salt Lake)
Bill Burch – (USOE/CNP)
Douglas Richins – (State Purchasing)
Reed Taylor – (State Purchasing)
Susan Gitlin – (Park City)

Compaq Computers – WSCA Contract

36. Gary Hansen reported that Uinta Business Systems (UBS) offered Granite School District an additional 3% discount on Compaq laptop computers. Apparently, this discount is being offered out of the 6% profit margin UBS receives from Compaq on computer sales through the contract. Compaq claims this practice would be illegal and would cut off any distributor who attempts to do it. Compaq claims this is contrary to the WSCA agreement. After discussion, the general consensus was that UBS is free to decide for themselves how much margin they choose to make on computer sales through the contract and that nothing in the contract terms and conditions prevent a distributor from passing additional discounts to buyers.

Pre-Package Software

37. Glendon Mitchell, State Purchasing Agent, asked the committee if they had experienced any problems with the current pre-packaged software contracts. Apparently, there was some feedback that problems existed. None of the committee members present were aware of any issues or problems with the contracts. We are to contact Glendon if we become aware of any issues.

Voice Amplification Systems

38. A discussion centered on the potential need for establishing a statewide contract for voice amplification systems. Apparently, a number of school districts are purchasing systems and installing them in individual classrooms.

Cost range from \$1,000 to \$2,000 per classroom. Some districts have already spent thousands of dollars and more equipment is planned to be purchased. Rich Field has specifications he is willing to share and will fax them to Brenda Veldevere, State Purchasing Agent, for possible use in developing a statewide contract. The committee was favorable in looking at this area for a possible contract.

Statewide Paper Contracts (Copy/Colored/Fine)

39. Nancy Orton, State Purchasing Agent, is in the process of reviewing specifications on existing paper contracts. She welcomes any feedback and suggestions that will make the contracts more useful. Apparently, many school districts are purchasing paper on their own and not using the contracts. A discussion centered on the possibility of establishing a cooperative paper contract wherein requirements are bid out on a quarterly basis in truckload quantities similar to the “Big Buy” program managed by the state for computer purchases. Feelings were that the paper market is very dynamic and that purchases need to be timed in order to take full advantage of prices and paper availability particularly in cycles when mills are allocating output. Districts are to provide to Reed Taylor, State Purchasing Office, usage information and when past purchases have been made. Reed will use this information and compare it to industry production cycles to determine the best timing for purchases.

Hazardous Waste, Bus & Auto Contracts

40. State Purchasing announced that the contracts for hazardous waste, buses, and automobiles have been awarded and will be made available for use in the very near future.

Purchasing Agent Position & Reassignment of Responsibilities

41. The State Purchasing Department has a position open for a Purchasing Agent to replace Carrie Hickenlooper. The position will be responsible for the management of electronic purchasing issues such as the Pcard Program. Mark Hellewell left the department several months ago. His position will not be filled due to budget constraints. As such, Mark’s previous duties have been re-distributed amongst existing agents. A revised Purchasing Agent listing and duties assigned to each is not available on the department’s web site.

Statewide Copier Contract

42. Doug Richins informed the committee that the solicitation to establish a statewide

Riso Duplicators

43. Riso has experienced performance difficulties with its current distributor, The Copy Man (TCM), and will likely make a change in the very near future.

Office Supply Contract

44. The office supply statewide contract with Office Depot has been re-bid. Because of the volume of purchases made since it was last bid and awarded, it is likely that the State will make a multiple award. The State is concerned that the contract is too large for one supplier and that it would be in the State's overall best interests to have more than one contractor.

EdPAC Buyers Conference

45. This year's EdPAC Buyer's conference is scheduled for November 1, 2002 at the Granite School District. UPAC members have been invited to attend. Gary Hansen chairs the effort and sought discussion and input from the group on several topics: Do we need a keynote speaker? If so, should we pay for him/her? General consensus was that a keynote speaker is not always necessary. If a keynote speaker is willing to address the group, the committee does not want to pay for their services. Gary reviewed his committee's ideas about the conference and topics to be addressed in the workshop sessions. They are considering holding a vendor show in conjunction with the conference possibly inviting furniture dealers holding statewide contracts. It was suggested that if a vendor show is organized, vendors should not offer prizes or giveaways to attendees. Other topics suggested by the group included RFP's and commodity purchases. Additional ideas and suggestions are welcomed and should be forwarded to Gary as soon as possible.

Commodity Food Show

46. Bill Burch informed committee members that a commodity food show is scheduled for October 24, 2002. Additional information will be forthcoming and mailed to school districts. The focus of the show will be on State approved USDA food processors.

Wireless Technology Fair

47. The State is sponsoring a wireless technology fair at the Utah State Fair Park on October 16, 2002. Statewide contract holders providing wireless technology goods and services will be in attendance.

E-Surplus

48. Cache School District recently sold surplus computer equipment via E-Surplus auction. E-Surplus charges 8% of the value of goods sold through the auction. Unfortunately, Scott Rigby informed the group that he has experienced problems with buyers. Buyers win the auction, then they don't come through with the money and the District gets stuck paying the 8% tab to E-Surplus. Scott would appreciate any ideas committee members might have to help insure that buyers honor their commitments.

Hon Furniture Company Contract

49. Hon Furniture Company entered into a contract with Granite School District to provide GSA-type pricing. Granite's contract allows schools from other district's to make purchases at the same discount levels. Schools must purchase through an authorized Hon distributor and reference "Granite School District – GPA" on all order in order to receive the discounted pricing. Apparently, Hon does not recognize the existing state contract as qualifying for similar discounts. Gary Hansen and Doug Richins will work to see if the existing state contract for Hon products through Hon's distributors can be assigned to Hon so that the state contract will be eligible, as well as, recognized by Hon for deeper discounts.

Meeting adjourned at 3:40 p.m.

Next Meeting

October 10, 2002 at 2:00 p.m. State Office Building

Note: Portions of the minutes highlighted in bold print denote assignments to committee members

EdPAC

Education Purchasing Advisory Committee

Minutes
May 15, 2002

EdPAC meeting was held at 10:00a.m. at the State of Utah, Division of Purchasing and General Services' conference room, State Office Building (SOB). The following were in attendance:

Scott Rigby (Cache) – Chair
Gary Hansen (Granite) – Vice-Chair
Rick Ashby (Davis) - Secretary
Marlin McKinney (Alpine)
Richard Field – (Jordan)
Kay Pope – (Salt Lake)
Bill Burch – (USOE/CNP)
Douglas Richins – (State Purchasing)
Reed Taylor – (State Purchasing)
Merlene Wixon – (Weber)

April Meeting Minutes

50. Minutes from April meeting were not available. **Rick Ashby has responsibility to contact Vaughn Hawkes (Provo) to obtain minutes and distribute to committee members prior to next committee meeting.**

EdPAC Meeting Change

51. Discussion to change EdPAC meeting date and time to the second Thursday of each month at 2:00 p.m. This would correspond to the same day of the month when NAPM-Utah holds its monthly dinner meeting. The thinking behind the change is based on the fact that since many attend the NAPM-Utah meeting, the committee could meet first then attend. This would save an additional trip. The meetings would still be held at the State Office Building in the Div. of Purchasing and General Services' conference room. A motion was made and seconded by Gary Hansen.

Next Scheduled EdPAC Meeting

52. Next EdPAC meeting will be held June 13, 2002 at 2:00 p.m. in the State Office Building, Div. of Purchasing and General Services' conference room.

Summer EdPAC Meeting Schedule

53. Reminder than NO EdPAC meetings will be held during the months of July and August. September's meeting will be held on the 12th at 2:00 p.m. in the SOB.

Computer Big Buy

54. Reed Taylor reminded everyone of the Big Buy for computer equipment. Information is posted on the Div. of Purchasing's website.

Copy Machine Contracts

55. Reed Taylor discussed the copy machine contracts. Most of the regional contracts have been posted to the Division's website and are ready to be used. Some have yet to be posted, but should be there by mid-week next.

Doug Richins informed the committee that the RFP solicitation for a statewide copier contract was withdrawn prior to award. This was necessitated by an incident wherein a state employee close to the solicitation process was found to have engaged in unethical behavior. The activity had occurred over a period of time and led to termination of employment. Doug Richins determined that it would be in the State's best interests to allow approx. 6 months before re-issuing a RFP solicitation.

Districts were asked to provide input for a statewide contract for copiers. Gary Hansen and Marlin McKinney offered their assistance.

Contract for Portable Classrooms

56. Reed Taylor suggested the possibility of considering a statewide contract for acquiring of portable classrooms. Now would be the time to purchase portables if the districts expect to make any purchases. It appeared that most districts represented had no immediate plans to buy portables. However, it was suggested by Kay Pope that there should be a mechanism whereby districts desiring to buy or sell portables could post this information on a website to facilitate the needs of both parties. **It was determined that Reed Taylor would be the point-of-contact for bringing buyers/sellers together via a group email generated by him and distributed to all districts. The committee accepted this concept and all were advised to email Reed Taylor at rtaylor@utah.gov whenever a need arose to buy or sell a portable.**

Contracts for Classroom Furniture

57. Reed Taylor informed the committee that the statewide contracts for classroom furniture would be posted to the Division's website next week. A listing containing a market basket of items was distributed showing the manufacturer, distributor and discount structure associated with the contracts. The committee wanted to know what the discount structure would be for other items not specifically listed in the RFP.

Hon Furniture Company Potential Contract

58. The committee discussed Hon Furniture's earlier decision not to sell product to school districts at GSA pricing. It has now become necessary for school district's to purchase product through distributors at a higher cost.

It now appears that Hon is rethinking its decision to sell to school districts. Apparently, Gary Hansen informed the committee that Hon Furniture Company has approached him to establish a contract between Hon and Granite SD and to craft the contract in a manner that would allow all school districts to purchase product from Hon through Granite's contract. Hon does not appear to be willing to include colleges/universities or city/county government entities. The committee discussed the ramifications of entertaining such a contract. Inasmuch as Hon failed to submit a proposal when requested, it was mutually agreed that to offer a contract to Hon would be unfair to Interior Resources (Hon distributor), who won the contract as a result of the RFP evaluation process. Doug Richins suggested that the same thing could be accomplished by amending the contract with Interior Resources as a result of negotiating better pricing through Hon. In this way, Hon has the ability to discount pricing and to pass the discount through to the selected distributor.

Doug Richins offered his participation in any necessary discussions with Hon.

Lois Weisemann New Purchasing Director for SLCC

59. Doug Richins announced that Lois Wiesemann was leaving the State effective May 15, 2002 and would be joining with Salt Lake Community College as Director of Purchasing. Lois will replace Gunnell Nelson.

Carpet Contract

60. The committee discussed whether or not there was any interest in a statewide contract for carpet. The existing carpet contract is geared more towards an office environment rather than a high traffic school environment. Past thought was that school district's had too much diversity in their reasons for selecting carpet; therefore an impossible task to put together a contract that was mutually beneficial to all parties. Many seemed to agree that some limited contracts could be established for Lee and Shaw carpet brands since they appear to garner the majority of the district's dollar expenditures.

Rick Ashby was asked to keep the committee informed as to any results from the testing process between the Lees and Shaw carpet products (Davis has been testing limited quantities of Shaw product in several schools and anticipates carpeting an entire school to ascertain its wearability, stain resistance, etc.

Scott Rigby was assigned to bring pricing information and bid specs associated with Cache SD's carpet contract.

Bus Purchases and Lewis Transportation (Thomas)

61. Doug Richins read a letter sent to him by way of Governor Leavitt. The letter was written by Gene Ward of Lewis Transportation who holds a statewide contract for Thomas school buses. The letter implied two things: 1) school districts do not use the state contract to buy buses, therefore taxpayer funds are not being optimized; and 2) school districts are purchasing buses from other manufacturers rather than Thomas.

The committee discussed both issues. It was the general consensus of the committee that all school districts use the state contracts. There are no other manufacturers from which to choose. Richins pointed out that State records seem to indicate that only about half of the school districts are buying buses against the contracts. The committee believes this information is inaccurate and points to a reporting problem.

As for why Thomas appears to be receiving less orders, the committee felt that there were a multitude of reasons for this. Some reasons mentioned are as follows: 1) standardization efforts, 2) parts availability, 3) reliability, 4) mechanic experience & training, 5) parts cost, etc. The committee concluded that if Mr. Ward has issues pertaining to bus purchases that he should contact individual school districts to determine their rationale for selecting one bus contract over another.

Preference Law Being Considered

62. Doug Richins advised the committee that there has been talk from Rep. Carl Saunders that he would sponsor a bill during the next legislative session to create a preference law for food products containing calcium. According to Bill Burch, USOE/CNP is aware of this potential issue and is addressing the matter.

The EdPAC committee does not believe this to be a procurement issue, rather one to be addressed by USOE/CNP or other state entities that determine nutritional food value requirements for school lunch programs.

Motion to adjourn meeting was made and seconded by Reed Taylor. Meeting adjourned at 11:45 a.m.